

# Virtual Office Services

***Build Your Virtual Office Plan — Choose Only the Services You Need!***

## **Level I Plan**

*Address / Mail Only*

**\$69/month**

- Professional Mailing Address
- Mail Receipt and Optional Mail Forwarding
- Receptionist Pick- up and Drop- off Services

## **Level II Plan**

*Address, Mail & Phone Line*

**\$99/month**

- All Services Listed Above Under **Level I Plan**
- Dedicated Business Telephone Line with Voicemail and Optional Call Forwarding
- Toll-Free Number Calling Plans
  - 950 Minutes.....\$25/month
  - Unlimited.....\$99/month

## **Level III Plan**

*Address, Mail, Phone Line  
& Live Answer*

**\$149/month**

- All Services Listed Above Under **Level I Plan**
- Live Phone Answer with Voicemail and Optional Call Forwarding
- Toll-Free Number Calling Plans
  - 950 Minutes.....\$25/month
  - Unlimited.....\$99/month

## **Remote Receptionist**

*Live Phone Answer*

(Does not Include Address / Mail Services)

**\$95/month**

- Personalized Call Answer with Voicemail and Optional Call Forwarding
- Toll-Free Number Calling Plans
  - 950 Minutes.....\$25/month
  - Unlimited.....\$99/month

## **Hourly Day Office Rental**

**By the Hour: \$20 per Hour**  
**6 Hour Package: \$60 per Month**  
**Over 6 Hours: \*Customize Your Package**

\*Choose the Hours you need at a rate of \$10 per hour

### **Furnished Office Equipped With:**

- Conference Phone with unlimited local service
- Desktop Computer (provided) or you can bring your laptop
- High-Speed Internet
- Access to a Networked Printer

## **Hourly Meeting Room Rental**

**By the Hour: \$25 per Hour**  
**6 Hour Package: \$80 per Month**  
**Over 6 Hours: \*Customize Your Package**

\*Choose the Hours you need at a rate of \$12.50 per hour

### **Meeting Rooms Equipped With:**

- Conference Phone
- High-Speed Internet
- LCD Projector
- White Board
- Catering (upon request)

## **Optional Services**

- Notary and Witness Service
- Administrative Support
- Fax Access
- Mail Forwarding Service and/or Mail Scanned to PDF and emailed
- Mail Delivery in Additional Company Name
- Copier and High Speed Scanning Service
- Complimentary Kitchen Access
- Lobby Directory Listing and/or Door sign: Encouraged for Day Office & Meeting room users

**No One Time Connect Fees, No Deposits, Month To Month Term!!**

**Call 407.236.0400 To Sign Up Today!**

**[www.execusuitesinc.com](http://www.execusuitesinc.com)**



# Virtual Office Services Comparison

***Build Your Virtual Office Plan — Choose Only the Services You Need!***

	Level I	Remote Reception	Level II	Level III
	<b>\$69</b>	<b>\$95</b>	<b>\$99</b>	<b>\$149</b>
Professional Business Address	✓		✓	✓
Mail & Package Receipt	✓		✓	✓
Optional Mail Forwarding Services*	✓		✓	✓
Dedicated Local Telephone Number		✓	✓	✓
Receptionist to Answer Calls in Your Company Name		✓		✓
Local Fax Number	✓	✓	✓	✓
Company Voicemail Box		✓	✓	✓
Calls Forwarded to a Number You Provide		✓	✓	✓
Receptionist to Greet Your Clients and Visitors	✓	✓	✓	✓
Voicemail Messages Forwarded to Your E-mail via a WAV file*		✓	✓	✓
Access to Fully-Furnished Private Office and/or Meeting Rooms with High-Speed Internet Access*	✓	✓	✓	✓
Book Meeting Rooms and/or Hourly Office Time Online at <a href="http://www.bookmeetingrooms.com">www.bookmeetingrooms.com</a>	✓	✓	✓	✓
Complimentary Kitchen Access	✓	✓	✓	✓
Access to High-Speed Scanning to E-mail Services	✓	✓	✓	✓
Access to Copier and Fax Services*	✓	✓	✓	✓
Appointment Setting & Confirmation Services*	✓	✓	✓	✓
Optional Long Distance Calling Plans*		✓	✓	✓
Optional Lobby Directory Listing*	✓	✓	✓	✓
*additional charges apply				