



Execu Suites

Home of The Smarter Office

Downtown Orlando



SouthWest Orlando



Optional Business Services

Administrative Support Services

\$5.50 per 15 minutes

- ◆ Copying
- ◆ Personalized Word Processing
- ◆ Filing and Organizing
- ◆ Presentations
- ◆ Tape Transcription
- ◆ Appointment Scheduling

\$6.50 per 15 minutes

- ◆ Create and Maintain Contact Databases
- ◆ QuickBooks Input and Maintenance
- ◆ Bookkeeping/Spreadsheets
- ◆ Spreadsheet Design with Formulas
- ◆ Page Layout and Design
- ◆ Create Mailing List for Direct Mail

Additional Services

- | | |
|---|-----------------------|
| • Office Supplies | Catalog Price |
| • Courier Services | 35% Surcharge |
| • Mail Delivery in 2 nd Company Name | \$75 per Name |
| • Furniture – Rental or Purchase | Prices Vary |
| • Business Catering | Prices Vary |
| • Postage | 35% Surcharge |
| • FedEx | 35% Surcharge |
| ◆ Binding | \$10.00 per binding |
| ◆ Color Printing | \$0.49 per page |
| ◆ Notary | \$10.00 per document |
| ◆ Faxing | \$1.00 per page |
| ◆ Delivery Service
(handling deliveries direct to your office) | \$10.00 |
| ◆ Forwarding Mail (plus postage) | \$5.00 per occurrence |
| ◆ Copy Machine Charges: | no charge |
| ◆ Scanning to PDF via copy machine
((\$25.00 set up fee for copier networking setup) | |
| ◆ Copying: Per Page | |
| ◆ 1 – 100 | \$.15 |
| ◆ 101 - 500 | \$.12 |
| ◆ 501 - 1000 | \$.10 |
| ◆ Color | \$.49 |

Read Our Testimonials!

"We just wanted to take the time to thank you for your fantastic support the past couple of years. Your staff is one of the most professional and impressive groups that I've had the honor to work with. It is always a pleasure to get a "friendly and warm voice" when a call is received. Execu-Suites has always been marvelous in making our clients "feel at home". Thanks again. "
Larry W. Tanner, President

www.execusuitesinc.com