

Virtual Office Program Pricing

Month To Month Term - No Set Up Fees!!

Level I Address/Mail Only Plan

We Provide You a Business Address in One of Our Prestigious Locations and Handle Your Mail

\$69.00 Per Month

Includes:

- Professional Address
- Mail Receipt and Optional Mail Forwarding
- Fax Access
- Receptionist Pick Up And Drop-off Services
- Access to Meeting Rms
- Book Meetings Online @ www.bookconferencerooms.com
- Access to A-La-Carte Business Services
- Complimentary Kitchen Access
- Optional Lobby Directory Listing (\$50.00 one time fee)

Level II Address, Mail & Phone Line

We Provide You a Business Address, Mail Services & Local Phone Line

\$125.00 Per Month

Calls Can Go direct to a Voicemail We Provide or Are Forwarded to You

Includes:

- Professional Address
- Mail Receipt and Optional Forwarding
- Fax Access
- Dedicated Business Telephone Line with VM & Optional Call Forwarding
- 1 800 # Calling Plans: 950 minutes: \$25.00/Mo . Unlimited: \$99.00/Mo
- Receptionist Pick Up and Drop-off Services
- Access to Meeting Rms
- Book Meetings Online @ www.bookconferencerooms.com
- Access to A-La-Carte Business Services
- Complimentary Kitchen Access
- Optional Lobby Directory Listing (\$50.00 one time fee)

Level III Address, Mail, Phone Line & Live Answer

We Provide You a Business Address, Mail Services, Local Phone Line, & Answering in Your Company Name

\$175.00 Per Month

Calls Can Go direct to a Voicemail We Provide or Are Forwarded to You

Includes:

- Professional Address
- Mail Receipt and Optional Forwarding
- Fax Access
- Receptionist Pick Up And Drop-off Services
- Personalized Call Answer With VM and optional Call Forwarding
- 1 800 # Calling Plans 950 minutes: \$25.00/Mo . Unlimited: \$99.00/Mo
- Access to Meeting Rms
- Book Meetings Online @ www.bookconferencerooms.com
- Access to A-La-Carte Business Services
- Complimentary Kitchen Access
- Optional Lobby Directory Listing (\$50.00 one time fee)

Remote Receptionist

Use Our Friendly Professional Receptionist to Answer Your Calls

(Does Not Include Address/Mail Services)

\$95.00 Per Month

Includes:

- Calls Answered in Your Company Name and Then Forwarded to You Or Transferred to A Voicemail We Provide

Additional Services:

- 1 800 # Calling Plans 950 minutes: \$25.00/Mo . Unlimited: \$99.00/Mo
- Access to Meeting Rooms
- Book Meetings Online @ www.bookconferencerooms.com
- Access to a-la-carte Business Services
- Complimentary Kitchen Access

Hourly Office Rental

Don't Need a Full Time Office? Share an Office And Pay Much Less!

**By the Hour: \$20.00
6 hour plan: \$60.00**

***Over 6 hours:**

**Customize your own plan and choose the hours you need at a rate of \$10 per hour!*

Includes:

- Office Equipped With:
 - *High Speed Internet
 - *Access to Networked Printer
- Receptionist Services
- Fax Access
- Receptionist Pick Up And Drop-off Services
- Access to Meeting Rms
- Book Meetings Online @ www.bookconferencerooms.com
- Access to a-la-carte Business Services
- Complimentary Kitchen Access
- Optional Lobby Directory Listing (\$50.00 one time fee)

Rent a Meeting Room

Need a Professional Place to Meet Clients? Our Meeting Rooms Are Sure to Impress!

**½ hour of time: \$12.50
By the Hour: \$25.00**

6 Hour Pkg: \$80.00/Mth

10 Hour Pkg: \$125.00Mth

***Over 10 Hours:**

**Customize your own plan and choose the hours you need at a rate of \$12.50 per hour!*

- Book Meetings Online @ www.bookconferencerooms.com

• Meeting Rooms Include:

- * Conference Phone
- * High Speed Internet
- * LCD Projector
- * White Board
- * Catering Available upon Request

A-la-Carte Services

Mail Forwarding Services:
Forwarding: \$5.00 each time (Plus postage)

Email via PDF \$1 per Doc (Up to 5 pages included)

Mail Delivery in Additional Company Name:

\$50.00 per name

Storage of Deliveries After 2 days: \$5.00 per day

Administrative Services (Prices Vary)

Fax Incoming/outgoing \$1.00 per page

Copier Svcs: per page

1-100 \$.15
101-500 \$.12
501-1000 \$.10
Color \$.49
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