



VIRTUAL OFFICE OPTIONS	Agreement Term	
	3 Months (per Month)	12 Months (per Month)
<b>Option 1: Mailbox</b>		
Professional Business Address, Mail and Package Receipt	\$ 129.00	\$ 99.00
Additional Mailboxes	\$ 80.00	\$ 50.00
<b>Option 2: Telephone Answering</b>		
Live Reception 8:30AM - 5PM, Monday through Friday, Call Forwarding to a Designated Outside Phone Number, Complimentary After-Hours Voicemail Setup, Caller On Hold Music	\$ 189.00	\$ 159.00
<b>Option 3: Corporate Identity</b>		
Mailbox + Telephone Answering + 1 Hour of Conference Room Time	\$ 259.00	\$ 199.00

CONFERENCE ROOMS, A LA CARTE	# of People	Hourly Rate
<b>Option 1: Small Conference Room</b>		
<u>Day Office</u> - Interior Private Office, Setup with Two Guest Chairs, Polycom Phone with Speakerphone	3	\$ 40.00
<b>Option 2: Large Conference Room</b>		
<u>West Conference Room</u> - Exterior Conference Room, Wi-Fi Access, Polycom Phone with Speakerphone, Large Screen TV, PC Access, Wired and Wireless Connection to Laptops/Mobile Phones/Tablets	8	\$ 50.00
<u>South Conference Room</u> - Large Exterior Conference Room, Wi-Fi Access, Large Screen TV, PC Access, Wired and Wireless Connection to Laptops, Polycom Phone with Speakerphone	12	\$ 50.00

CONFERENCE ROOMS, PACKAGES	Agreement Term	
	3 Months (per Month)	12 Months (per Month)
<b>Option 1: Small Conference Room</b>		
5 Hours of Small Conference Room per Month	\$ 175.00	\$ 165.00
10 Hours of Small Conference Room per Month	\$ 300.00	\$ 280.00
15 Hours of Small Conference Room per Month	\$ 375.00	\$ 355.00
25 Hours of Small Conference Room per Month	\$ 500.00	\$ 475.00
40 Hours of Small Conference Room per Month	\$ 700.00	\$ 640.00
<b>Option 2: Large Conference Room</b>		
5 Hours of Large Conference Room per Month	\$ 210.00	\$ 200.00
10 Hours of Large Conference Room per Month	\$ 390.00	\$ 365.00
15 Hours of Large Conference Room per Month	\$ 525.00	\$ 500.00
25 Hours of Large Conference Room per Month	\$ 700.00	\$ 650.00

**FOOD & BEVERAGE ENHANCEMENTS**

Freshly Brewed Regular or Decaffeinated Coffee	\$ 3.00 per cup
	\$ 10.00 per pot
Assorted Soft Drinks	\$ 2.50 each
Bottled Water	\$ 1.50 each
Assorted Granola/Candy Bars	\$ 32.00 per dozen
Freshly Baked Cookies	\$ 36.00 per dozen
Clean Up Fee (Party of 5 or more)	\$ 35.00

\$50.00 Set-Up Fee and Refundable Retainer equal to one month worth of Fixed Fees apply.  
 All Virtual Office options are based on a three (3) or twelve (12) month term agreement and can be upgraded at any time to include additional services or conference room hours.