

VIRTUAL OFFICE PROGRAMS - 2018

	Mail Service	Mail Service Plus	Virtual Office w/ Tele Service	Virtual Office w/ Mtg. Rooms
Mail Services				
➤ Prestigious Business Address	✓	✓		✓
➤ Secure Mailbox	✓	✓		✓
➤ Flat Mail Handling	✓	✓		✓
➤ Parcel Services w/ Email Notification		✓		✓
➤ "Will Call" & "Mail Read" Privileges		✓		✓
Telephone Services				
➤ Dedicated Local Phone Number			✓	✓
➤ Personalized Answering: Screened/Announced			✓	✓
➤ Flat Mail Handling			✓	✓
Usage Privileges				
➤ Beverage Service		✓	✓	✓
➤ Secure Mailbox	✓	✓	✓	✓
➤ Receptionist Greeting Service		✓		✓
➤ Building Directory Listing		✓		✓
➤ 4 Mtg Room Rental Options	Pay Hourly	Pay Hourly	Pay Hourly	Hours. Included
➤ Access to Print, Copy, Scan & eFax Services	✓	✓	✓	✓
➤ Business Support Services "Pay as used"	✓	✓	✓	✓
Monthly Virtual Program Rates:	\$39-\$59	\$85	\$175	\$390 - 8 hrs* \$490 - 16 hrs*
Start-up:	2x mo. + \$25	2x mo. + \$50 + Dir. \$35	2x mo. + \$75	2x mo. + \$75 + Dir. \$35

Popular Options

➤ Mail Forwarding	\$50 / mo.	Weekly Forwards
➤ Will Call & Mail Reads	\$3 / ea. / \$25 Pkg.	Pay As Used or Monthly Package
➤ Digital Mail Service	\$5 / 10 pieces	Scan / e-Forward / Shred
➤ Answer / Screen / Announce	\$50/mo. + \$25 instl	Your Mobile Office w/ Personalized Call Screening
➤ Off-site Call Forwarding	\$25 + calls	Seamless Follow-me Connection
➤ Voicemail to Email	\$25/mo.+ \$25 instl	Seamless Follow-me + Voicemail/email

Meeting Room Rental Options

			Daily Rates	Discounted Packages
➤ Small Mtg Room (seats 4)	\$35 / hr.	\$120 / 4 hrs.	\$240 / full day	\$195 / 8 hrs. / mo. \$350 / 16 hrs. / mo.
➤ Medium Mtg Room (seats 6)	\$45 / hr.	\$160 / 4 hrs.	\$320 / full day	\$240 / 8 hrs. / mo. \$380 / 16 hrs. / mo.
➤ Large Mtg Room (seats 10-14)	\$55 / hr.	\$200 / 4 hrs.	\$400 / full day	\$295 / 8 hrs. / mo. \$435 / 16 hrs. / mo.