



# CONFERENCE ROOM RATES

2355 & 2377 GOLD MEADOW WAY, GOLD RIVER, CA 95670

Room Type	Seats Up To	Full Time Client	Premium Virtual	Non-Client
Day Office	3	\$10	\$5	\$20
Conference Room	8	\$20	\$30	\$40
Strategy Room	10	\$25	\$35	\$45
Board Room	14	\$25	\$35	\$45
Training Room	35	\$50	\$60	\$75
Lounge - After Hours Usage Only	Flat Rate	\$150	Quoted	Quoted
Evening/Weekend Discount		35%	Quoted	Quoted

1. Above pricing includes standard conference room setup. Non standard setup and clean up billed at admin rates.
2. Standard Conference Room Business Hours: Monday-Friday from 8:00am - 5:00pm.
3. Conference room rates quoted per hour.
4. Cancellation Policy: less than 24 hours' notice = 100% charge, 24-48 hours' notice = 50% charge, 48+ hours' notice = No charge

## SERVICE RATES

<b>PHONE ANSWERING</b> 30 Second Unit: \$0.48  <b>SCANNING</b> Color or B&W: \$0.02 per page  <b>PHOTOCOPIES &amp; PRINTING</b> Black & White: \$0.09, 1-500 pages/month \$0.07, 501-2,000 pages/month \$0.06, 2,001+ pages/month  Color: \$0.29 per page	<b>FACSIMILE</b> Incoming: \$1.00 per fax Outgoing: Free  <b>SHIPPING SERVICES</b> FedEx (Using BC Card): 10% discount off list price  Other Shipping Services: Cost + 25%  Postage (USPS): Cost + 20%	<b>LCD PROJECTOR RENTAL</b> Per hour: \$15.00 1/2 day: \$45.00 Full day: \$80.00  <b>MAIL HANDLING</b> Company Name & One DBA: Included  Additional Entity Names: \$15.00 each per month	<b>COORDINATION OF OUTSIDE SERVICES</b> Cost + 20%  <b>SHREDDING SERVICE</b> Per Bankers Box: \$25.00 *Discounts for large quantities  <b>BEVERAGE SERVICE</b> Coffee/Tea & Filtered Water: \$2.50 per person  Assorted Bottled Water/Sodas: \$1.00 per person
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## SUPPORT RATES

<b>ADMINISTRATIVE / SECRETARIAL</b> Hourly Rate: \$36.00 Minimum: \$2.00 Billing Increments: 30 minutes
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Reduced rates for contracted services.  
 Rush charge = 50% increase on support rates.  
 Any request/project that requires us to put other work aside and make your job the priority.