



Summit Executive Suites

Your Office Home

Executive Suites

Fully furnished office space with receptionist and high-speed internet

Virtual Office

Professional presence and address for your on-the-go or home business

Meeting Room

Boardroom with business class Wi-Fi and A/V equipment

Day Office

Tastefully decorated window office available by the hour or day

Thank you for your interest in Summit Executive Suites.

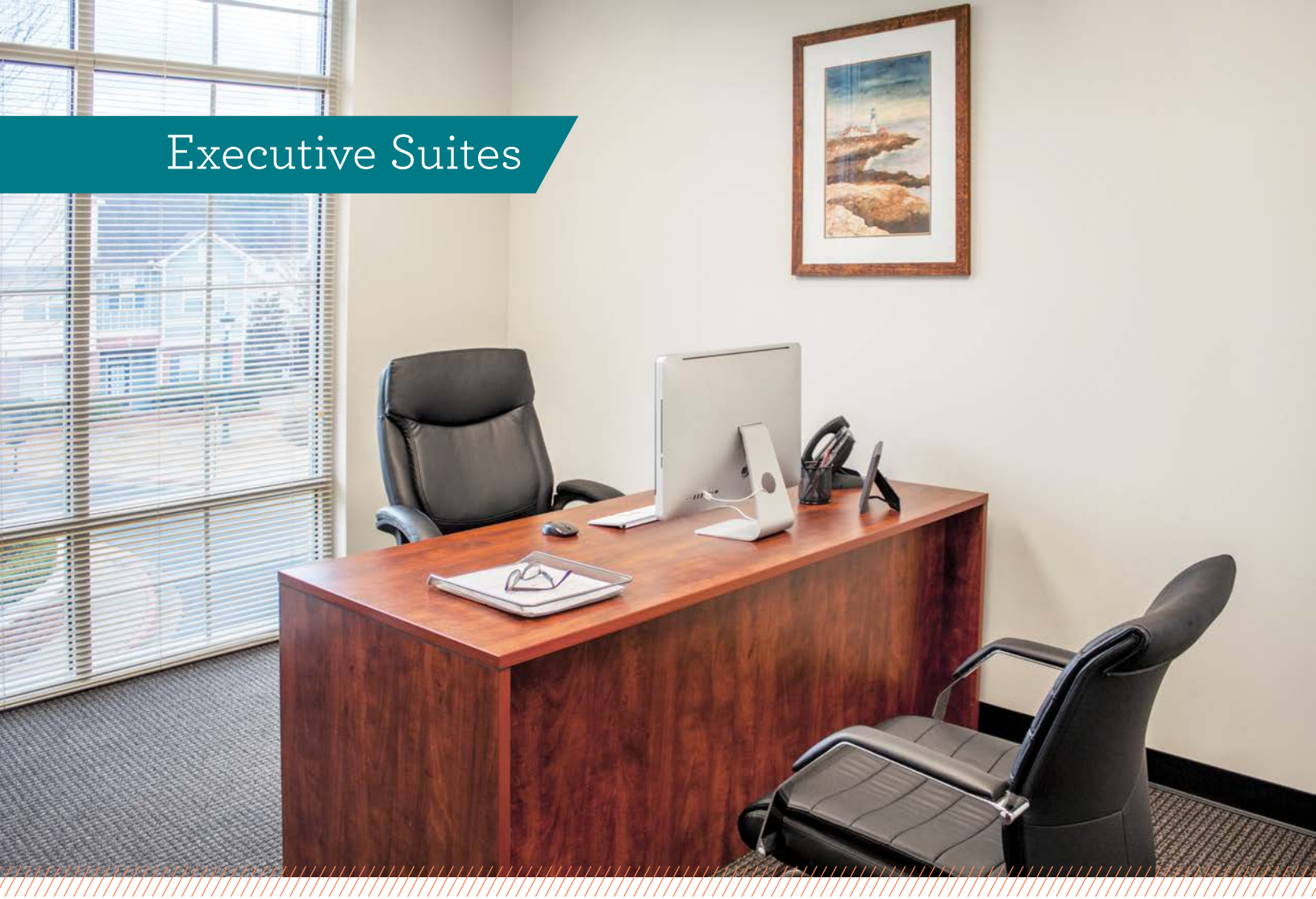
To sign up for services, call us today at 678.819.3800.

hello@summitsuites.net • 1300 Ridenour Blvd NW • Kennesaw, GA 30152



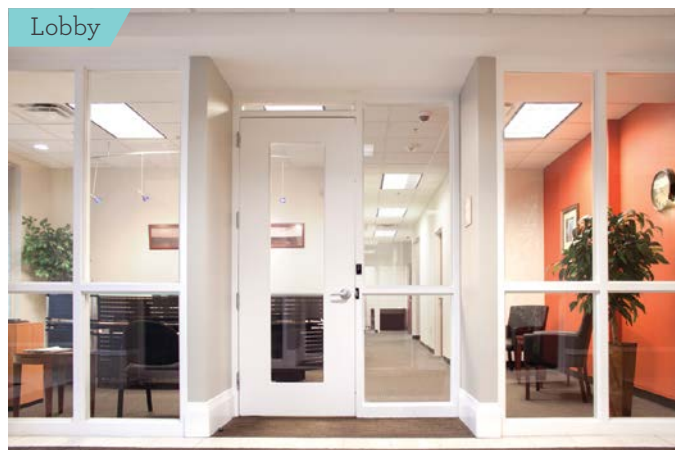
SUMMIT
EXECUTIVE SUITES

Executive Suites



If you're an entrepreneur looking to move out of a home office, a startup needing space for a blossoming team, or an international business with employees in satellite locations, our turnkey suites are the perfect office home for you. Summit's private executive suites are available starting at \$550/month, all inclusive.

Between our top-notch offices, plethora of amenities, and friendly, helpful team, Summit Executive Suites offers a professional space with a personal touch.



Executive Suite Amenities



Simple Fee Structure

All regular charges—such as furniture, high-speed internet, phones, utilities, and staffed reception—are included in your monthly fee.



24/7 Secure Access

Your private office is locked with a key, and the main doors are opened via key fob. You can access your office at any time, day or night.



Premium, Customizable Furniture

Set up your office in a way that works best for you with a variety of desks, returns, chairs, filing cabinets, and bookcases.



High-Speed Internet & Wi-Fi

With 250 Mbps, our internet and Wi-Fi connection is business class. Plus, each office has a secure, individual, hardwired VLAN.



Lobby with Receptionist

In the lobby that contains a comfortable waiting area, guests will be greeted by our friendly receptionist Monday through Friday 8.30am–5pm.



Call Answering & Call Forwarding

With your own dedicated local number, calls will be answered by our receptionist using your business name during normal work hours. After hours or if you are out of the office, calls are sent to voicemail or forwarded to your home/cell phone.



Mail Handling

During the week, mail is hand-delivered to you. When you're out of town, we keep your mail secure until you return.



Maintenance & Utilities Included

Never worry about utility costs—all maintenance & utilities are included in your flat monthly fee.



Professional, Clean Environment

All offices and common areas are professionally cleaned nightly.



Breakroom & Lounge

Eat lunch or catch up on the daily news in our breakroom. With its comfy furniture, our lounge is a great spot to take a breather or meet with clients in a more relaxed environment.



Other Amenities

Free Long Distance Calls • Complimentary Coffee & Tea • Free Parking
Executive Display Speakerphone

Virtual Office

Maintain a professional appearance while working from home using one of our virtual office packages. Have your calls answered by our receptionist, use our business address for your mail, and meet with clients in our day office—all without taking on the expense of a full-time office.

Offerings	Premier Virtual Office \$299/month	Virtual Receptionist \$149/month	Business Mailbox Service \$50/month
Dedicated Local Phone Number	✓	✓	
Personal Call Answering	✓	✓	
Custom Greeting in Your Company's Name	✓	✓	
Call Forwarding	✓	✓	
Voicemail	✓	✓	
Access to Lounge During Business Hours	✓	✓	✓
Prestigious Business Address	✓		✓
Mail Handling	✓		✓
Secure Mail Hold	✓		✓
8 Hours/Month of Day Office Use	✓		

Virtual Office Amenities



Simple Fee Structure

All regular charges are included in your monthly fee.



Call Answering

With your own dedicated local number, calls will be answered by our receptionist using your business name during normal work hours. After hours, calls are sent to voicemail or forwarded to your home/cell phone.



Voicemail

Easily call in to retrieve your voicemail using our automated system.



Monthly Part-time Office Use

The Premier Virtual office package includes 8 hours per month of our tastefully decorated day office. This window office is perfect for meeting with clients.



Meeting Rooms Available at Reasonable Rates

Rent the boardroom for \$30/hour or \$200/day.



Lobby with Receptionist

When renting a day office or meeting room, your guests will be greeted in the lobby by our friendly receptionist who will direct them to you or the comfortable waiting area.



Prestigious Business Address

Maintain a professional appearance with our address and suite number for all of your business mail.



Mail Handling & Secure Mail Hold

Our receptionist handles all mail and package deliveries, and all of your items are kept in a secure location until you pick them up.



Lounge

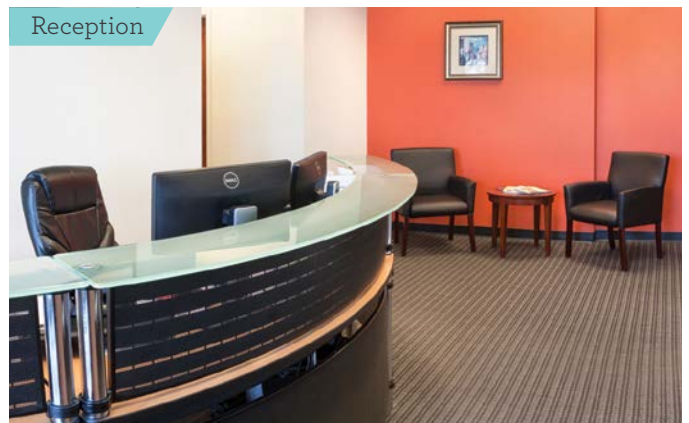
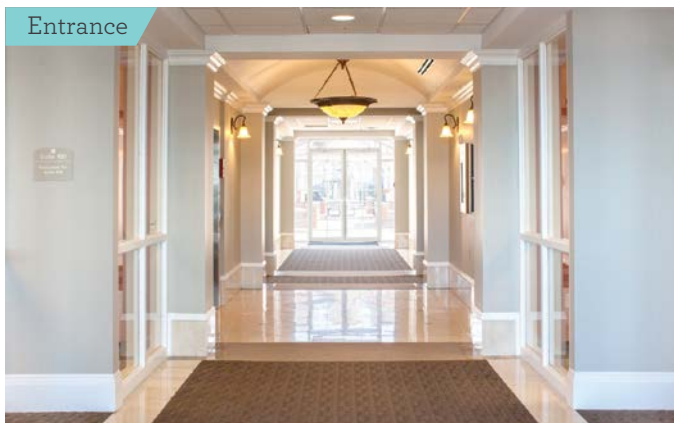
With its comfy armchairs and couches, our lounge is a great spot to take a breather or meet with clients in a more relaxed environment.

Day Office



Filled with tasteful decor and premium furniture, our window day office is an excellent place to meet with clients. The office can seat 3 and is available by the day or the hour.

Pricing	Hourly Rate	Daily Rate
Tenant	\$15	\$80



Day Office Amenities



Premium Furniture & Decor

The office contains a desk, task chair, 2 guest chairs, and bookcase, as well as delightful and professional decor.



High-Speed Internet & Wi-Fi

With 250 Mbps, our internet and Wi-Fi connection is business class. Plus, the office has a secure, individual, hardwired VLAN.



Lobby with Receptionist

In the lobby that contains a comfortable waiting area, guests will be greeted by our friendly receptionist Monday through Friday 8.30am–5pm.



Executive Display Speakerphone

Atop the desk is an executive display full duplex digital speakerphone that includes conference calling.



Professional, Clean Environment

All offices and common areas are professionally cleaned nightly.



Breakroom

Eat lunch or catch up on the daily news in our breakroom that has a fridge, sink, dishwasher, coffee maker, and cable TV.



Lounge

With its comfy armchairs and couches, our lounge is a great spot to take a breather or meet with clients in a more relaxed environment.



Free Parking

With designated parking spaces, we have ample parking for both you and your guests.



Complimentary Coffee & Tea

Since we all can use a pick-me-up, Summit offers complimentary coffee and tea to our guests.

Boardroom



Outfitted with premium furniture and boasting business class Wi-Fi and top-notch A/V equipment, our boardroom is the perfect place to meet with clients, out-of-town staff, or partners; host a training session; or conduct interviews.

Details	Boardroom
Seats	8
High-Speed Wi-Fi	✓
White Board	✓
A/V Equipment	Hideaway screen and projector with HDMI connection
Rate	\$30/hour • \$200/day

Meeting Room Amenities



Premium Furniture

Containing modern furniture and executive chairs, both meeting rooms are comfortable and professional.



High-Speed Internet & Wi-Fi

With 250 Mbps, our internet and Wi-Fi connection is business class.



Lobby with Receptionist

In the lobby that contains a comfortable waiting area, guests will be greeted by our friendly receptionist Monday through Friday 8.30am–5pm.



Executive Display Speakerphone

Include out-of-towners in your meetings with the executive display full duplex digital speakerphone.



Professional, Clean Environment

All rooms and common areas are professionally cleaned nightly.



Breakroom

Eat lunch or catch up on the daily news in our breakroom that has a fridge, sink, dishwasher, coffee maker, and cable TV.



Lounge

With its comfy armchairs and couches, our lounge is a great spot to take a breather during a long meeting.



Free Parking

With designated parking spaces, we have ample parking for both you and your guests.



Complimentary Coffee & Tea

Since we all can use a pick-me-up, Summit offers complimentary coffee and tea to our tenants and guests.

