

Jay Suites' concept of premier office suites is unprecedented in the industry. Our spacious, luxurious business centers provide a vibrant environment in which your firm can maximize productivity. We offer flexible short and long-term solutions that accommodate the needs of businesses across the spectrum.

The signature office plan allows you to impress your clients without breaking the bank. Our dedicated, courteous and experienced team is ready to get you started in a matter of hours.



PLAN HIGHLIGHTS

Office Space

- ▶ First-class desks, chairs, and filing cabinets.
- ▶ Layout, number of desks, phones and chairs fully customizable to your specifications.
- ▶ Maintenance, utilities and cleaning services.

Security & Accessibility

- ▶ Secure access 24 hours, 7 days a week.
- ▶ Biometric entry-control systems.
- ▶ Doorman buildings.
- ▶ Minutes from mass transit subway and bus lines.

Modern Decor

- ▶ Clean, sleek, 21st century modern look.
- ▶ Marble floors and Venetian plaster walls.
- ▶ High-end, lockable, frosted-glass sliding doors.
- ▶ Conference rooms with exclusive furniture.

Business Services

- ▶ Receptionist call answering and screening.
- ▶ Mail handling with a private, secure mailbox.
- ▶ FedEx Shipping at discounted rates.
- ▶ Secretarial services (word processing, filing, copying).

Latest Technology

- ▶ High-speed Internet and WIFI networks.
- ▶ Advanced Cisco VOIP phones with LCD screens.
- ▶ Next-generation printer, copier and fax.
- ▶ Conference rooms equipped with digital whiteboards and surround-sound systems.

Common Areas

- ▶ Professionally-staffed corporate reception area.
- ▶ Latest issues from leading business periodicals.
- ▶ High-definition satellite televisions with live news.
- ▶ Break-rooms with complimentary filtered water, coffee, vending machine, and essential appliances.



GET 5 HOURS OF CONFERENCE ROOM USAGE EVERY MONTH

WHEN YOU SIGN UP FOR A SIGNATURE OFFICE PLAN.

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