



Management Solutions for Growing Business



# Flexible Office Space Solutions Proposal

*by*

Suber & Company, LLC

3261 Old Washington Road, Suite 2020

Waldorf, MD 20602

[www.subercompany.com](http://www.subercompany.com)

# COMPANY OVERVIEW



## About Our Company

Since opening doors in 2014, Suber & Company, LLC (SCO) has emerged as the go-to provider of executive office suites, virtual offices, co-working spaces, and virtual administrative services in Southern Maryland.

Located in the heart of Waldorf at the Hamilton Centre II Building (former home of the College of Southern Maryland and University of Maryland Global Campus in Waldorf), we are a minority owned, woman owned, and veteran owned company that provides flexible office space solutions to 420+ local businesses and organizations.

As the first and only full-service virtual office provider in Southern Maryland, we are excited about our January 2022 expansion that covered a total of 10,000 sq. ft. In 2024, we will be taking another leap of faith and will be creating a network of virtual offices across the country, with a focus on underserved area, rural areas, and suburban areas outside of metropolitan cities. We are looking forward to great new things and hope to collaborate and grow with you during this new chapter.

## Mission

Our mission is to offer affordable, flexible, and innovative workspace solutions tailored to the unique needs of underrepresented communities. Through strategic partnerships, mentorship programs, and educational initiatives, we aim to foster a supportive ecosystem where diversity is celebrated and collaboration is paramount. By championing inclusivity, equity, and accessibility, we strive to drive positive social impact and promote economic empowerment within our local and global communities.

*"Let's dream, build and grow together."*

- SCO Owner, Natasha Suber Perry



# OUR TEAM



## Operations Manager **Sonya Washington**

Sonya is the proverbial "glue" of the SCO Team that keeps all business and client service operations running smoothly. She has over 30 years of administrative management experience and has been an integral part of the foundation of SCO Offices since 2014 overseeing contract management, financial management, human resources and daily operations. All SCO staff, clients and partners know "Ms. Sonya" as a confidant who keeps the ship moving for all of us.

## Finance & Accounting Coordinator **Jordyn Hawkins**

Since 2021, Jordyn has been the first smile and first voice that all of our clients experience. Jordyn started on the SCO team supporting the front desk and general operations. Utilizing her accounting studies and great work ethic, Jordyn now supports account management for direct and national partner accounts, company AP/AR, financial reporting, national partner accounts, and tax preparation. Known as "Little Mamma" in the office, Jordyn's ability to make all feel welcome, while still collecting payments, is appreciated by all SCO clients and partners.



## Facility Coordinator **Thomas Boykin**

Thomas, "Mr. SCO" Boykin, has supported all facilities maintenance activities at SCO since its 2022 expansion. Thomas handles all client tickets for facilities related matters as well as basic carpentry, equipment installs, physical security checks, inventory tracking, and more. Thomas is one of the key factors in SCO clients enjoying an aesthetically appealing and clean office environment.



# OUR TEAM (CONT)



Contractor - IT & Media Management

## **Jackie Mansker, Legacy MPrints**

First as an employee for two years and now as an independent contractor, Jackie develops, configures and maintains all SCO software applications. She is our resident “computer geek” and if she does not have the answer at the moment, she is going to research until she finds it. She has contributed greatly to sunsetting SCO legacy applications, data migration and deployment of more modern applications for CRM and business administration.

Contractor - IT Network & Hardware Management

## **Robert Bailey, Rebnetik**

Since 2018, Rob has been an SCO Client as well as an integral part of the team. Rob manages all SCO IT Infrastructure, IT Network Security, IT Helpdesk Support for Hardware, and management of enterprise applications such as Azure. “Call Rob” is a common phrase in the office and big brother always pulls through from organizational IT Security Plan and related staff training to helpdesk tickets for any and everything under the realm of “IT.”



# WHAT WE DO WELL

SCO Offices has been providing flexible office solutions since June 2014. While we offer three core office solutions (virtual offices, full-time offices and coworkspace), all of our clients enjoy:

- Live Front Desk Reception, Monday-Friday
- Evening and Weekend Hours
- On-Site Administrative Support & Virtual Assistants
- Free WiFi and Access to Printers/Scanners/Copiers
- Access to Meeting Rooms, Private Offices, Hot Desks & Coworkspace
- Complimentary Beverages and Access to Break Area Kitchenettes
- Online Account Management and Room Booking
- Opportunities for Networking and Resource Sharing

## Virtual Offices

- Business Address & Mail Handling Service
- Business Phone w/Desktop and Mobile App, Conference Line and Fax Line
- Multiple Virtual Office Packages Starting at \$40/Month that Include Office Hours
- Includes Office Hours for Meeting Rooms, Private Offices, Hot Desks and CoWork Lounge Based on Service Plan

## Full-Time Offices

- Business Address & Mail Handling Service Included
- Business Phone w/Desktop and Mobile App, Unlimited Extensions, Conference Line and Fax Line Included
- 16 Hours of Meeting Room, Private Office, and Hot Desk Reservations each Month Included
- Dedicated Desks (\$250/Month) , Executive Cubicles (\$450/Month) and Private Offices Suites (\$550 to \$700/Month)
- All Utilities Included and 24/7 Building and Office Access

## CoWorkspace

- Unlimited Access to SCO Cowork Lounge and Balconies, Monday-Friday (\$90-\$120/Month)
- Cowork Plans with Mail and Phone Services
- Includes 100 Copies/Prints from Printers
- Access to Meeting Rooms and Private Offices

# Why SCO?

## Our People

Our Team is Your Team! Our staff functions as an extension of your staff. On a typical day we will greet and host your office guests; print materials for your upcoming meeting in the office; scan or forward mail you have been expecting; ensure the kitchen is stocked with your favorite SCO tea; setup your presentation on the large monitor in the meeting rooms; and more!

## Our Tools

We aim to make our services easy to use. Thus, we continually seek opportunities to automate services and empower our clients with simple, online tools for account management, room bookings, resource sharing and networking.

## Your Growth

We are in this together! Our business growth is directly tied to your business success. Taking a genuine interest in your business, helping to resolve your pain points, and celebrating your milestones is what we do!

# OUR VIRTUAL OFFICES

Plans Start at \$40/Month



Virtual Office - Perry Conference Room

The Perry Conference Room is a light filled conference room that accommodates 8 guests. It features a 55" screen monitor, a large whiteboard, and phone.



Favored by our professional service clients and consultants, the Uthman Office features a 47" screen monitor, large whiteboard, phone, and professional decor.

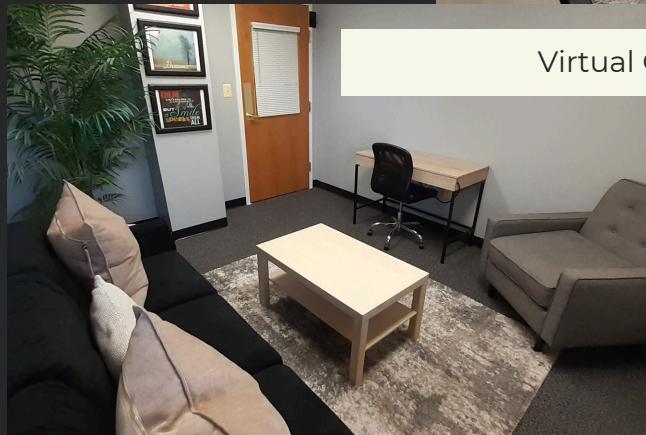


Virtual Office - Uthman Private Office

The Martin Office is frequently used by social workers and therapists wanting to meet in-person with clients as well as independent consultants or freelance workers seeking a quiet and private workspace for work. It features a writing desk with power, phone, sofa and chair seating.



Virtual Office - Martin Private Office



# OUR VIRTUAL OFFICES (CONT.)



Virtual Office - Washington Conference Room

The Washington Conference Room accommodates up to 30 guests. It features a 55" screen monitor, a large whiteboard, and a phone.



Virtual Office - Suber Training Room

The Rockefeller CoWork Lounge can be reserved as a large meeting room with multiple seating arrangements. It features multiple seating, two 55" monitors, whiteboards, a podium, a microphone with an amplifier, and modern decor. One week's notice is required to book the entire suite. Evening and Saturday hours are available.



Rockefeller as Large Meeting Room

The Suber Training Room accommodates up to 20 guests. It features a 55" screen monitor, a large whiteboard, a phone, and multiple seating arrangements.



Rockefeller CoWorking Lounge



Enjoy full day access in the Rockefeller Cowork Lounge. It features multiple seating options, whiteboards for brainstorming, two 55 inch monitors, modern decor, and accommodates large groups.

# Unlimited CoWorkspace Hours \$90/Month



Enjoy all-day access during SCO reception hours!!! Great workspace for independent consultants and/or freelance workers seeking a professional environment to focus on tasks without the interruptions of working from home or busy coffee shops. It features multiple seating options, whiteboards for brainstorming, modern decor, and the SCO COVID baskets that contain hand sanitizer, hard surface wipes, and disinfectant spray.

**Pricing: \$10/Day - \$90/Month - \$120/with Mail - Entire Suite \$50/Hour**



**The Rockefeller CoWork Lounge**

# DEDICATED DESKS & EXECUTIVE CUBICLES



**\$250/Month**



**\$450/Month**

## FT Desk Package Features

- 24/7 Building and Suite Access to Your Dedicated Desk or Executive Cubicle
- Fully Furnished Office Suite w/10 Workstations
- Includes Business Address and Business Phone Services (Call Routing Available for Existing Phone Numbers)
- Includes 16 Hours/Credits a Month of Meeting Room, Private Office and Cowork Lounge Bookings
- Includes 100 Prints/Copies per Month
- Free WiFi & All Utilities Included
- All SCO Amenities: Online Account Management, Live Reception, On-Site Administrative Support, Access to Printers/Scanners/Copiers, Break Areas Stocked with Beverages, and Free Parking



**Full-Time Space for Less**  
Limited Space Available

# PRIVATE EXECUTIVE SUITES

## \$550-\$700/Month

\*\* Pictures are samples of currently leased spaces. Contact our office for current vacancies.



### FT Office Package Features

- Unfurnished private offices ranging from 100 sq. ft. to 150 sq. ft. Exterior offices with windows and interior offices with no windows available.
- Includes Business Address and Business Phone Services (Call Routing Available for Existing Phone Numbers)
- Includes 16 Hours/Credits a Month of Meeting Room, Private Office and CoWork Lounge Bookings
- Includes 100 Prints/Copies per Month
- Free WiFi & All Utilities Included
- 24/7 Building and Suite Access
- All SCO Amenities: Online Account Management, Live Reception, On-Site Administrative Support, Access to Printers/Scanners/Copiers, Break Areas Stocked with Beverages, and Free Parking



# VIRTUAL SUPPORT

**Maximize your time for business development and servicing your clients by utilizing your administrative and management team at SCO.**

**01**



## **Virtual Administrative Assistance**

General Administrative Support \* Light Bookkeeping \* Web Design \* Social Media Support \* Printing/Copying/Mailings \* Corporate Accounts Set-Up (Office 365, Google Suite, FreshBooks, QuickBooks, etc.) \* And More

**02**



## **Project Management & Consulting**

Project Planning & Coordination \* Project Schedule & Cost Management \* Earned Value Management \* Project Documentation (Charters, Project Management Plans, Status Reports, etc.) \* And More

**03**



## **Small Business Consulting**

Small Business Planning \* Business Documentation (Proposal Support, Company Policies, Standard Operating Procedures, etc.) \* Set Aside Application Support (Local, State and Federal Minority/Woman/Veteran/Small Disadvantaged Business Certifications) \* And More

**Schedule a consultation today by creating a support ticket in the SCO Member Portal; OR sending an email request to [virtualassistant@subercompany.com](mailto:virtualassistant@subercompany.com)**

# CLIENT REVIEWS



## SCO Offices (Suber & Co)

3261 Old Washington Rd STE 2031, Waldorf, MD

4.6  14 reviews ①



**Tama Faumuina**

2 reviews

 a year ago

Tasha and Team Suber of Suber & Company, deserves more than just 5 stars. To protect the innocents, I'm not going to name drop...lol. But Tasha and Sonya were there for me and my first company and worked with me when we were struggling to pay on time.

Tasha took the time to understand what was going on with my company, then she helped me find a service plan that would help us out so that this hungry entrepreneur didn't starve. Tasha also helped us to get the right certifications to qualify for the PPP loans, microloans, State programs, Federal programs and of course every local level programs that she hears about.

Thank you Tasha for all of your help and your endless support for me and my entrepreneurial spirit. Also, thank you Sonya for the years of support that you have given our company as well. I remember when it was just you two ladies getting the new place (Hamilton Center II) ready while still providing services for your clients at the old building. You even offered to pay for my new business cards because you had to move to the new location sooner than expected due to structural issues (Tasha looking out for her clients...thank you Tasha!!).

You have taken Suber & Company to a higher level offering more services and hiring great talent to support the growth of all of your clients, without even raising your prices...wow!!

Thank you Tasha!!

Can't wait to see what's next for Suber & Company. Great job and congratulations on the success and growth of Suber & Company, Tasha!!

# CONTACT US

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