



Executive Suites rates include:

- Receptionist- 8:30am to 5:30pm Monday-Friday.
- Call forwarding after hours.
- Common areas (Lobby, Kitchen, Parking).
- Complementary coffee filtered water and tea.
- Office cleaning.
- Phone unit with assigned phone number.
- Internet.
- 1-year lease
- Wi-fi.
- Mail.
- Furniture.
- Payments can be made via ACH or check
- 10 hrs. of complementary conference room. After allowance time:
  - Large (seats up to 15) \$ 55.00/hr
  - Medium (seats up to 6) \$ 45.00/hr
  - Small (seats up to 4) \$ 25.00/hr
  - Day Office (seats up to 3) \$ 30.00/hr

To Sign in:

- First month.
- Security deposit. (if any or part of the security deposit will be refunded back directly to your bank account via ACH, we don't write checks)
- Set up fees \$ 200 (phone, internet & Wi-fi).
- Directory Lobby \$ 33.02 Optional.
- Access Card \$ 42.60 (after Hrs) you will get \$20 back at the end of the lease when you return it back to us. Optional.

Documents required:

- Copy of driver's license of agreement signor.
- Corporate Formation certificate.
- Certificate of Insurance.
- Occupational License.

If you have additional questions about our facility, please contact me.

Regards,

*Executive Suites of Lakewood Ranch*

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