

AMATA LAW OFFICE SUITES™ Virtual Office Programs 2022

Live Reception & Phone

Features:

1. **Live Reception answering 7am to 10pm**
2. Customizable greetings & call facilitation
3. Personalized intake and caller forms
4. Call Screening
5. Business phone line
6. Voicemail box
7. 3CX Cell phone application
8. Voicemails through phone app and email
9. Control and use your work number with your mobile device and computer
10. Invitation to Amata socials, networking events, and educational seminars
11. Access to Amata's online community for networking and referral sharing
12. Free video and phone conferencing capabilities

Monthly Investment: \$49.00/Month *

12-Month Investment: \$49.00/Month *

Reception minutes used each month will be invoiced at \$3.29/minute. Live reception answering is available Monday through Friday excluding holidays. To avoid overage charges additional minutes may be purchased as a part of the optional 100- or 300-minute programs. These minutes do not roll over month to month.

- 100 Minute program: Additional \$249 /month. Overage minutes with this program are \$2.63 /Minute
- 300 Minute program: Additional \$619 /month. Overage minutes with this program are \$2.10/Minute

Business Address

Features:

1. Client may use the address on all correspondence
2. Amata will receive and hold mail at center
3. Mail Processing Services
Notification, physical forwarding & scanning services
(available upon request, charges may apply)
4. Invitation to Amata socials, networking events, and educational seminars
5. Access to Amata's online community for networking and referral sharing

12-Month Investment: \$79.00/Month †

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Live Reception & Phone w/ Business Address

Includes Live Reception & Phone and Business Address programs PLUS:

1. Business hours access to ALL Amata locations throughout the Chicago Loop
 - Cafes, lobbies & lounges free for day use
 - Conference rooms & private day offices available for rent
2. Lower pricing on Conference room credits
3. Discounted daily parking for you and your guests

Monthly Investment: \$234.00/Month* †

12-month investment: \$184.00/Month* †

Virtual Office Plus

Live Reception & Phone w/ Business Address program PLUS:

1. 24/7 Access to your Amata location
 - a. Cafes, lobbies & lounge free for day use throughout the Chicago Loop
 - b. Conference rooms & private day offices available for rent
2. After hours & weekend access to common areas & coworking rooms (location specific) with an \$88 one-time setup fee.
3. Additional 24 Conference room credits/month:
 - 6 hours of small conference room/day office usage OR 2 hours of large conference room usage
 - Credits roll-over each month agreement is active

Monthly Investment: \$339.00/Month* †

12-month investment: \$289.00/Month* †