

PS Executive Centers



1900 Polaris Parkway - Suite 450 - Columbus, OH 43240
614.785-6400
www.psoffices.com



PS Executive Centers Directions



1900 Polaris Parkway, Suite 450



From the North:

Take I-71 South to Exit 121 Gemini Place.
Turn left onto Gemini Place.
Turn right onto Orion Place.
Turn right into parking lot.

From the West:

Take I-70 East to I-270 North.
Take Exit 26 I-71 North towards Cleveland.
Take Exit 121 Gemini Place.
Turn right onto Gemini Place.
Turn right onto Orion Place.
Turn right into parking lot.

From the South:

Take I-71 North to Exit 121 Gemini Place.
Turn right onto Gemini Place.
Turn right onto Orion Place.
Turn right into parking lot.

From the East:

Take I-70 West to 270 North.
Take Exit 26 I-71 North towards Cleveland.
Take Exit 121 Gemini Place.
Turn right onto Gemini Place.
Turn right onto Orion Place.
Turn right into parking lot.





Your Complete Office ...

Fully serviced and equipped ... your PS office brings you a liberating sense of success. PS is the perfect starting point for all sorts of ventures – long term or short. Whether you're a start-up company or an executive with a national or international organization, our attentive on-site support team is ready and waiting to assist you.



Your Office

Supremely appointed with ergonomic seating and contemporary furniture, you'll appreciate how every little detail has been carefully refined to be just right. As have all the added touches from the position of your high-speed network link to the fresh décor, so you'll feel thoroughly at home and completely at your best.

Your Utilities

You'll never see any bills for electricity, water, HVAC or telephone service – everything is included in one monthly bill. So you save money while we take care of the details.

Your Facility

Your office rent includes a beautifully appointed reception area, a fully equipped break room and Starbucks® coffee service.

Many of our locations include a monthly networking breakfast and access to a fitness center. Catering services are also available and some locations even offer dry cleaning service.

Your Facility Management

Consider what it takes to “build out” a comparable office from scratch. Dealing with building managers and all of the vendors that service the typical office. The cost in both money and emotional energy is considerable.

Now consider this, at PS we just give you the key.

Your Support Team

Three days of work and one day to do it? Heavy meeting schedule? New business presentation on Friday?

No problem. Our team of business professionals stands ready to help.

Your Meeting & Training Resource

Conduct your interviews, train your new people and hold client presentations in the well-appointed meeting rooms at any PS location.

Would you like lunch or any other refreshment? We'll be happy to cater it for you. And remember, our on-site executive assistants are available to provide you with any administrative service you may require prior to, during or after your meeting.

Just call the branch manager to make a reservation, or book online with a simple ‘click here’. Prices are available upon request.

Your Global Partner

PS Executive Centers is part of a growing network of serviced office, virtual office and meeting room rental providers in more than 600 locations in 36 countries.

As a PS client, we'll be pleased to arrange reservations for you and your business at any of these facilities!



That First Impression...

When a new client calls you for the first time will it sound as if you are in a tunnel? Or will the call be answered clearly and professionally on a land line? The difference could either help you win their business, or create a disadvantage you must struggle to overcome. First impressions are that powerful.



Your Virtual Office

A Virtual Office program from PS Executive Centers will make sure your professional image precedes you. Whether it's the demeanor and professionalism of the receptionist, the tastefully furnished meeting rooms and offices, or the advanced office technology, we exist to provide the environment and support to help you be more successful.

Your Facility

Your Virtual Office program includes a beautifully appointed reception area, a fully equipped break room and Starbucks® coffee service.

Many of our locations include a monthly networking breakfast and access to a fitness center. Catering services are also available and some locations even offer dry cleaning service.

Your Office

Supremely appointed with ergonomic seating and contemporary furniture, you'll appreciate how every little detail has been carefully refined to be just right. As have all the added touches from the executive display telephone, to the paintings, to the fresh décor, so you'll feel thoroughly at home and completely at your best.

Your Support Team

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Services Price Guide

Virtual Address

Monthly Rate

Corporate Address and Mail Handling Service includes:

- The use of our prestigious mailing address for your cards & letterhead
- Your mail held for pickup, or forwarded to you
- One hour administrative support included

\$75 for 12 month term
\$100 for less than 12 months



Virtual Receptionist

Monthly Rate

Telephone Answering Service includes:

- Professional telephone answering in your company name, 8:00 am – 5:00 pm business days
- Your calls seamlessly transferred to your home or mobile phone
- Unlimited incoming calls
- Private voice mailbox
- One hour administrative support included

\$150 for 12 month term
\$175 for less than 12 months



Virtual Office

Monthly Rate

Private Office or Meeting Room – plan includes:

- Use of a private office – 16 or 40 hour allowance
- Prestigious mailing address for your cards & letterhead
- Your company listed in the building directory
- Mail collection & forwarding
- Professional telephone answering in your company name, 8:00 am – 5:00 pm business days
- Your calls seamlessly transferred to your home or mobile phone
- Unlimited incoming calls
- Private voice mailbox
- One hour administrative support included

16 hours use of a private office:
\$275 for 12 month term
\$325 for less than 12 months

40 hours use of a private office:
\$400 for 12 month term
\$450 for less than 12 months



Optional Services

Rates

Meeting & Conference Rooms:

- Furnished private office
- 4-5 person meeting room
- 6-14 person meeting room

Day	Half Day	Hour
\$168	\$92	\$28
\$208	\$116	\$33
\$440	\$228	\$61

Copy Center:

- 900+
- 601-900
- 301-600
- 1-300

Black & White	Color
\$.12 ea.	\$.29 ea.
\$.13 ea.	\$.39 ea.
\$.14 ea.	\$.49 ea.
\$.15 ea.	\$.59 ea.

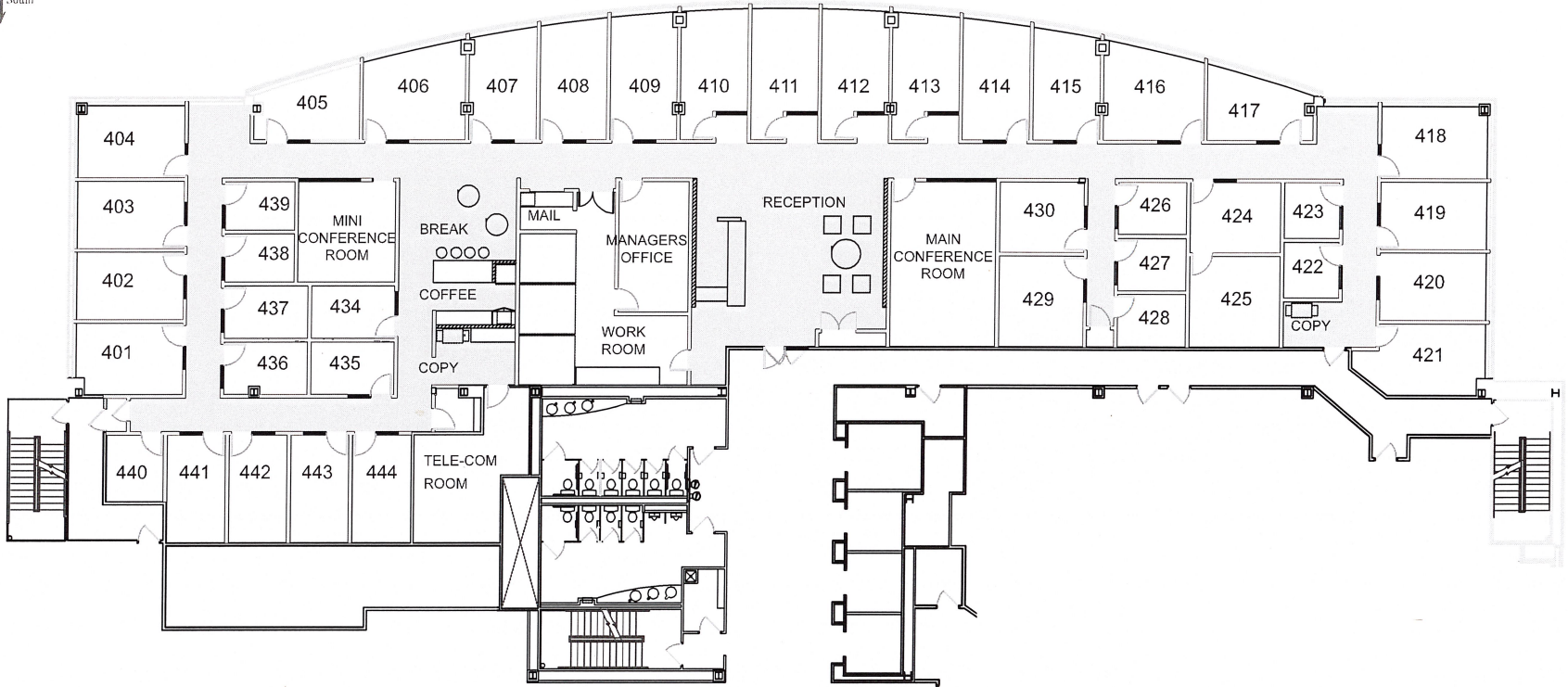
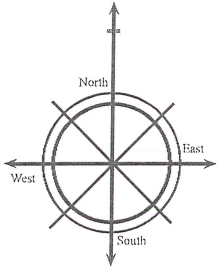
Administrative Services:

- General Assistance
- Graphics & Spreadsheets

\$30 / hour
\$45 / hour



PS offers a wide range of support services. If you do not see the service you require above, please ask a PS Associate for more information. Some services may not be available at all locations. A one-time service fee may apply to some services; please ask for details. Prices are subject to change.



Polaris

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