

**BUSINESS CENTRAL**

The next generation of business environments

CONFERENCE ROOM RATES

3550 WATT AVENUE, SACRAMENTO, CA 95821

Room Type	Seats Up To	Full Time Client	Premium Virtual	Non-Client
Day Office	4	\$10	\$15	\$20
Large Conference Room	10	\$18	\$20	\$22
Board Room	16	\$35	\$40	\$45
Evening/Weekend Discount		35%	Quoted	

1. Above pricing includes standard conference room setup. Non standard setup and clean up billed at admin rates.

2. Standard Conference Room Business Hours: Monday-Friday from 8:00am - 5:00pm.

3. Conference room rates quoted per hour.

4. Cancellation Policy: less than 24 hours' notice = 100% charge, 24-48 hours' notice = 50% charge, 48+ hours' notice = No charge

SERVICE RATES

PHONE ANSWERING

30 Second Unit: \$0.48

SCANNING

Color or B&W: \$0.02 per page

PHOTOCOPIES & PRINTING

Black & White:

\$0.09, 1-500 pages/month

\$0.07, 501-2,000 pages/month

\$0.06, 2,001+ pages/month

Color:

\$0.29 per page

FACSIMILE

Incoming: \$1.00 per fax

Outgoing: Free

SHIPPING SERVICES

FedEx (Using BC Card):

10% discount off list price

Other Shipping Services:

Cost + 25%

Postage (USPS):

Cost + 20%

LCD PROJECTOR RENTAL

Per hour: \$15.00

1/2 day: \$45.00

Full day: \$80.00

MAIL HANDLING

Company Name & One DBA:

Included

Additional Entity Names:

\$15.00 each per month

**COORDINATION OF
OUTSIDE SERVICES**

Cost + 20%

SHREDDING SERVICE

Per Bankers Box: \$25.00

*Discounts for large quantities

BEVERAGE SERVICE

Coffee/Tea & Filtered Water:

\$2.50 per person

Assorted Bottled Water/Sodas:

\$1.00 per person

SUPPORT RATES

ADMINISTRATIVE / SECRETARIAL

Hourly Rate: \$36.00

Minimum: \$2.00

Billing Increments: 30 minutes

Reduced rates for contracted services.

Rush charge = 50% increase on support rates.

Any request/project that requires us to put other work aside and make your job the priority.