

# BOSS OFFICE PACKAGES & SERVICES

## EXECUTIVE OFFICES INCLUDE:

- ◆ 24/7 secured building access
- ◆ Secure internet connection
- ◆ Shared reception area, break room & common areas
- ◆ Professional business address
- ◆ On-site receptionist to greet your clients
- ◆ Onsite notary services
- ◆ Complimentary coffee & water
- ◆ Electricity, janitorial & maintenance

Prices starting at  
**\$500**  
Per Month

\*Starting price is based on 115 square foot, interior office

## THE TELEPHONE PACKAGE

### A Panasonic phone system including:

- ◆ Fully integrated voicemail forwarded to email account
- ◆ Ability to record customized voicemail greetings
- ◆ Two business lines per person, providing you with a direct and rollover line
- ◆ Multiple point conference calling

**\$95**  
Per Person  
Per Month

## ADVANCED PHONE PACKAGE

- ◆ Personalized phone answering with your business name
- ◆ Call screening
- ◆ Call forwarding to an alternative phone number

**\$50**  
per  
month

## FURNITURE PACKAGE INCLUDES:

- ◆ Desk
  - ◆ Credenza
  - ◆ Desk Chair
  - ◆ 2 side
- \$50**  
per month

## UNLIMITED LOCAL & LONG DISTANCE

(10) cents per minute OR \$50 per month

## ADDITIONAL SUPPORT SERVICES

<b>Printing &amp; Copying:</b>	<b>1-500</b>	<b>501-1000</b>	<b>1001-2000</b>
Black & White Pages	\$0.12	\$0.10	\$0.08
Color Pages	\$0.80	\$0.70	\$0.50
<b>Facsimile Charges:</b>	<b>1-25</b>	<b>26-50</b>	<b>51+</b>
Hard Copy (each)	\$1.00	\$0.75	\$0.50
Via Email (each)	\$0.50	\$0.40	\$0.25
<b>Scanning</b>	\$0.06 per page		
<b>Cable</b>	\$30.00 per month		
<b>Administrative</b>	\$35.00 per hour		
<b>Typing Support</b>	\$40.00 per hour		
<b>Postage &amp; Shipping</b>	Cost + 25% Handling Charge		
<b>Intercom Phone Set</b>	\$25.00 per month		

## CONFERENCE ROOMS

### RESERVATION CREDIT PACKAGES (PRE-PACKAGE MONTHLY & SAVE HALF ON CONFERENCE ROOMS)

\$60 PER MONTH = \$120 RESERVATION CREDIT  
4 HOURS (SMALL CONFERENCE ROOM) OR  
3 HOURS (LARGE CONFERENCE ROOM)

\$120 PER MONTH = \$240 RESERVATION CREDIT  
8 HOURS (SMALL CONFERENCE ROOM) OR  
6 HOURS (LARGE CONFERENCE ROOM)

### HOURLY/DAILY CONFERENCE RATES:

LARGE	\$40/HOUR OR \$200/DAY
MEDIUM	\$40/HOUR OR \$200/DAY
SMALL	\$30/HOUR OR \$150/DAY
DAY OFFICE	\$30/HOUR OR \$150/DAY

WEEKLY DISCOUNT RATES AVAILABLE

\*CONFERENCE ROOMS SUBJECT  
TO AVAILABILITY

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**B.O.S.S.**  
Byron Office Space Solutions, LLC