

GRAND CENTRAL

369 Lexington Ave • 2nd & 3rd Floors



EXCEPTIONAL IDENTITY IN THE HEART OF THE BIG APPLE

Our Grand Central location is situated on the second and third floors of 369 Lexington Avenue, a boutique 28-story office tower. The 23,000 square-foot center boasts a prominent presence in the heart of midtown and unsurpassed access to mass transportation, with Grand Central station being just one block away. Some of the building's distinguished tenants include Berkshire Capital, Links of London, and Pressed Juicery.



CENTER HIGHLIGHTS

- Situated on the second and third floors of a boutique 28-story office tower.
- The 23,000 square-foot center boasts a prominent presence in the heart of Midtown.
- Contemporary lobby with terrazzo flooring and backlit onyx entryway.
- Glass entry into a marble designer reception area with large, flat-screen HDTV.
- WiFi access in all common areas & suites.
- First-class, luxuriously furnished offices of varying sizes.
- Two brand new elegant conference rooms, ranging in size from 10 to 20 people
- Member business lounge.
- 24-7 Fingerprint access.
- Catering Available for all meetings.



NEIGHBORHOOD HIGHLIGHTS

- Steps from the city's Grand Central Terminal, which connects to Metro North commuter rail service. The terminal also has shops, restaurants and amenities.
- Minutes from the Grand Hyatt Hotel, the Chrysler Building, the NY Public Library, Bryant Park and the United Nations.
- Surrounded by banks, Starbucks coffee shops, FedEx Kinko's copy & print centers and the area's grand postal office.

Subway Lines:



(5 minute walk)



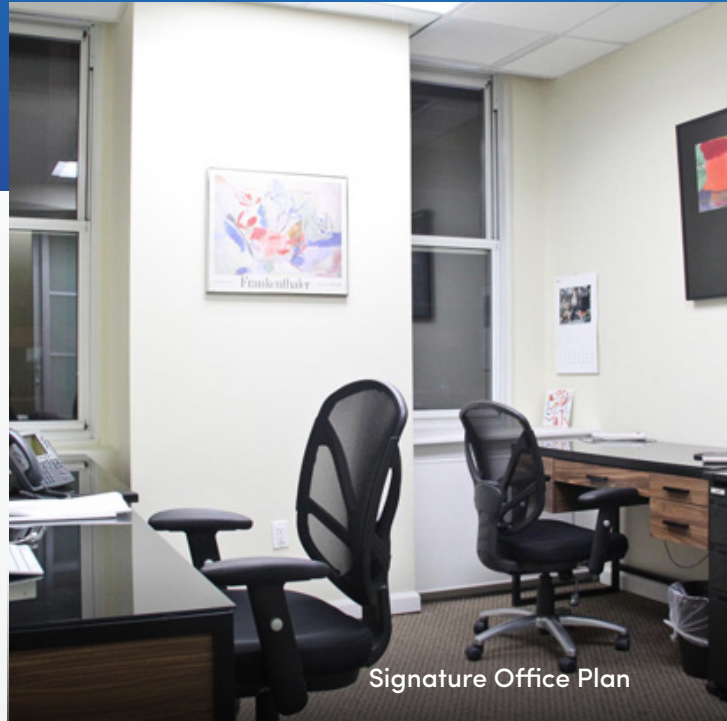
Bus Lines:

M42 M102
M98 M103
M101 M104



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LUXURIOUSLY FURNISHED OFFICE SUITES WHERE OFFICES WORK BETTER

Jay Suites' signature office plan impresses your clients without breaking the bank. Our concept of premier luxury office suites is the industry standard in providing fixed, all-inclusive pricing and flexible terms. Our modern, spacious business centers are the perfect environment for maximizing your company's productivity. Jay Suites' dedicated and professional full-time staff can get you up and running in a matter of hours.

Our office suites feature state-of-the-art telecommunications infrastructure, fine furniture and many additional benefits.

PLAN HIGHLIGHTS

OFFICE SPACE

- Executive-caliber desks, chairs, and storage pieces – laid out to your specifications.
- Flexible lease terms.
- Maintenance, utilities and cleaning services.

BUSINESS SERVICES

- Reception services, including greeting guests, custom call answering and screening services.
- Private, secure mailbox and package handling services.
- Discounted FedEx & Messenger shipping services
- Catering services on-demand.

SECURITY & ACCESSIBILITY

- Doorman buildings located within blocks of commuter rail, subways, and buses.
- 24/7 secure member access through biometric entry system.

LATEST TECHNOLOGY

- Lighting-fast internet & WiFi networks.
- VOIP phone systems with advanced capabilities.
- New, energy-efficient printer/scanner/copier/fax.
- Video and voice conferencing, Samsung HDTV with VGA and HDMI inputs for presentations, and surround-sound system in conference rooms.

MODERN DECOR

- Crisp 21st century style, featuring Venetian plaster walls and black marble floors.
- Lockable, frosted glass sliding doors on individual suites.

COMMON AREAS

- Sleek, inviting waiting areas & lounges, featuring large HD TVs for up-to-the-minute business news & information.
- Fully-equipped kitchen and break room areas with complimentary coffee and filtered water.
- Location-specific members hotspots, lounges, and outdoor terraces where you can take a breather from the day's hustle and bustle.

GET A MONTHLY COMPLIMENTARY CONFERENCE ROOM ALLOWANCE

WHEN YOU SIGN UP FOR A SIGNATURE OFFICE PLAN

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SERVICES MENU

VOICE & DATA SERVICES (monthly)

■ Unlimited VoIP Domestic Calling w/ Voicemail	\$125
■ High-Speed Secure Fiber Internet Connection	\$75
■ Private Fax Line	\$60
■ Unlimited International Calling Plan	\$95
■ Receptionist Call Answering & Screening	\$85
■ Automated Call Attendant	\$50
■ Static IP Address	\$35

BUSINESS SERVICES

Administrative Assistant

■ (30 minutes minimum)	\$30/hr
■ Rush	\$45/hr

IT Support \$180/hr

24/7 Access Lobby Card \$35 (2 included)

Flex Space (Based on Availability)

■ Day Office	\$30/hr
■ Windowed Suite	\$40/hr

Photocopies (Black & White)

■ 1-50 copies	Free
■ 51-200 copies	\$0.12/pg
■ 201+ copies	\$0.10/pg

Photocopies (Color)

■ 1-100 copies	\$0.60/pg
■ 101+ copies	\$0.50/pg

Direct TV \$35/mo

Conference Rooms (15 minute increments)

■ 2nd & 3rd Floor	\$50/hr
■ 3rd Floor XL	\$100/hr

Messenger Service **Discounted Rate + \$5/package**

FedEx Shipping **Discounted Rate + \$5/envelope**

Fax (incoming & outgoing) \$1/pg

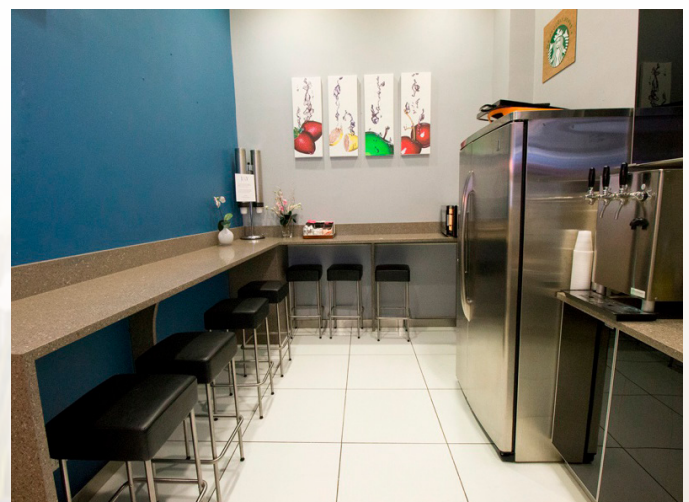
Scanning (color/b&w) \$0.25/pg

Voicemail to Email \$10/mo

Lost or Additional Key (2 Included) \$15/each

Setup Fee (one time) **\$300 per office**

Includes phone and internet setup, door sign, voicemail setup, directory listing, room layout options.



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FLOOR PLAN



SUITE COLOR



NUMBER OF PERSONS

1-2

3-4

5-6

**ALL SUITES ARE FULLY CUSTOMIZABLE
TO YOUR SPECIFICATIONS.**

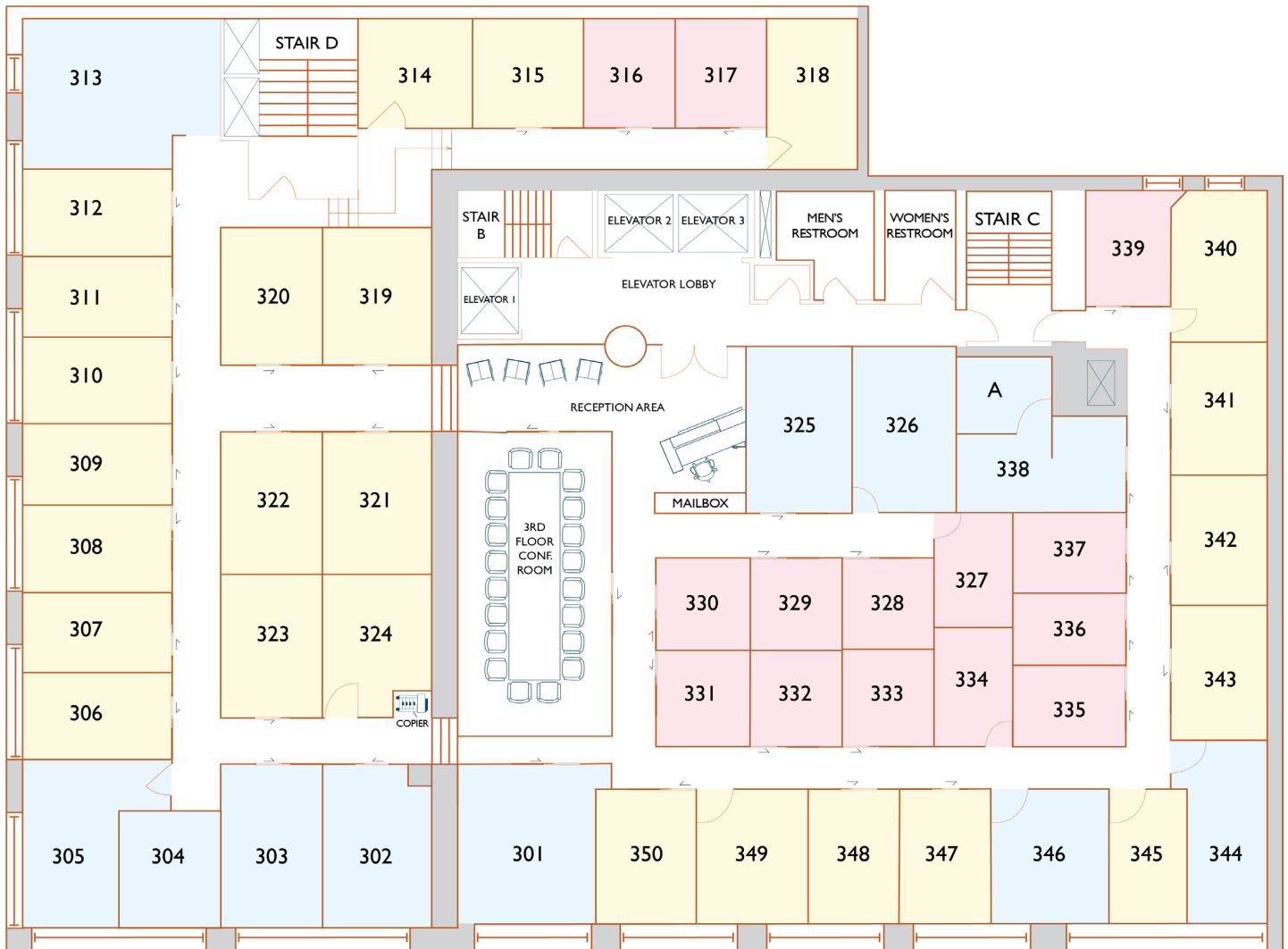
We'll help you plan an office layout that suits your unique needs. You can decide on the number of desks, chairs, phones and more. Just ask us for details.

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ABOUT US

Our family has been active in the real estate industry for decades, through the ownership and operation of over one million square feet of select office, residential and mixed-use properties throughout the New York City metropolitan area. We know that finding first-class, affordable office space can be a challenge – whether you are a large blue-chip corporation or a small technology startup, especially in a bustling metropolis like Manhattan.

However, we never actually realized how painstakingly difficult it could be to locate impressive, short-term and fully furnished office space until Max, a close friend of ours and the vice president of a Los-Angeles based consulting firm, approached us. He was looking to seamlessly expand into the New York market, without incurring overhead costs or having to negotiate a traditional longterm lease. After conducting a thorough search, Max came back to us empty-handed. The business centers he visited were old, worn out and simply obsolete. The time came for a new age in executive business centers. And at that moment, Jay Suites was born.

JUDA  **JACK**
CO-FOUNDER CO-FOUNDER

info@jaysuites.com

"It [is] among the bigger players in the rapidly growing shared office space and co-working space industry."

—Hiten Samtani, The Real Deal

OUR TRUSTED MEMBERS



Deloitte.



Bloomberg

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VIRTUAL OFFICES

Want the prestige of a Manhattan address without a full-time office? Then Jay Suites' virtual office solutions are just for you. With our cost-effective plans, you can present a professional image to clients, yet preserve the freedom to work from wherever you choose. We'll handle your mail, assign you a Manhattan phone number, and at your option, and even answer calls for you. Letting us manage all the side-details allows you to focus on expanding your business even further. Because time is money, Jay Suites saves you both.

PLANS SUMMARY	BRONZE	SILVER	GOLD	PLATINUM	DIAMOND
Prestigious Manhattan mailing address	✓	✓	✓	✓	✓
Mail handling to a private, secure mailbox	✓	✓	✓	✓	✓
Easily book conference rooms & offices online	✓	✓	✓	✓	✓
Manhattan phone number with voicemail		✓	✓	✓	✓
Access to copier, reception area, and break rooms		✓	✓	✓	✓
Call answering with custom greeting		\$85/mo	\$85/mo	\$85/mo	✓
Conference room and day office hours (combined, per month)			4 hours	8 hours	16 hours
VIP Membership (access to any center)			\$50/mo	\$50/mo	✓
PRICE	\$75	\$99	\$149	\$279	\$499

Optional Add-Ons

- Mail Forwarding \$20/mo + cost of postage
- Mail Scanning \$30/mo + cost of scan
- Voicemail Forwarding to Email \$15/mo
- Administrative Support \$30/hr

10% DISCOUNT
WHEN YOU PAY FOR 12 MONTHS

SIGNATURE OFFICE PLAN PROPOSAL

Client Name _____ Company Name _____ Phone _____

Email _____ Move-In Date _____ Number of people _____

Suite #	Type	# of Workstations	Term	Monthly Base Rent

Subject to availability. Pricing is valid for 7 days.

INCLUDED IN YOUR MONTHLY PAYMENT

- Furniture: Desks, Chairs, Trash Bins, Coat Hooks
- VoIP Phones & Internet
- 24-hour/7-day access
- Nightly Cleaning and Janitorial Services
- Facility-wide WiFi
- Exclusive Member Access to Meetups
- Staffed Reception 9am-5:30pm, Monday to Friday
- Complimentary Conference Room Allowance
- Utilities: Electric, A/C, Water, etc.
- Center Facilities Manager

High-speed Internet

- Data Connection per person **Included**
- Up to 100 Mbps Fiber-Optic Data Connection **Included**
- Cat 5E Data Cabling **Included**
- Firewall with Failover Service **Included**

Telecommunications

- VoIP Telephone Handset per Person **Included***
- Unlimited US Calling Plan **Included**
- Voicemail Box **Included**

Business Services

- 24/7 Access to Facility and Break Room **Included**
- Complimentary Sodastream Carbonated Water **Included**
- 50 (B&W) Copies or Prints **Included**
- All Office Furnishings (desk, chair, phones) **Included**
- Mail Handling **Included**

Getting Started Breakdown

- First Month's Rent **1 x Monthly Rent**
- Refundable Deposit **2 x Monthly Rent****
- Setup Fee (Keys, Phone and Internet, Lobby Listing) **\$300 per Suite**

**Applicable New York sales tax of \$11.09 per phone shall apply unless tax exempt.*

***On agreements longer than one year, a three-month deposit is required.*