

Executive Office Link

VS.

Traditional Office Space

	Executive Office Link	Traditional Space
Rent Term	Month-to-month and annual terms available	5-10+ years
Scalability	No problem! We're here to help your business grow!	Must renegotiate lease or relocate entirely
Setup Time	Move-in ready offices	Weeks to months depending on construction, utility connections, and furniture delivery
Included Amenities	Furniture 24/7 HVAC Internet Electric Janitorial On-site management Indoor/outdoor maintenance Conference room time Coffee and tea	Varies, but typically none
Other Important Info	Our flat-rate rent covers it all – no hidden charges! We do have additional amenities that are available to you: phone service answered by professional receptionists, outgoing mail and package services, facility services, and networked photocopiers.	Traditional leases have a charge for Triple Net (NNN) in which the tenant pays for property taxes, insurance, and maintenance in addition to the base rent. They also have reconciliations, where the actual expenses are compared to estimated payments, and adjustments are made accordingly.



**EXECUTIVE
OFFICE LINK**

5 Great Valley Parkway, Malvern, PA 19355
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The Economics of an Office

Estimated Costs for Private Office in Traditional Space

A Typical Private Office at Executive Office Link

Initial Investment:

Furniture, office	\$4,000
Furniture, secretarial	\$3,000
Office equipment, leased	\$4,000
Security deposit (1.5x monthly rent)	\$3,750
Artwork and accessories	\$1,000
Telephone, internet installation	\$300
Total	\$16,050

Initial Investment:

Furniture, office	\$0
Furniture, secretarial	\$0
Office equipment	\$0
Security deposit (1x monthly rent)	\$800
Artwork and accessories	\$0
Telephone, internet installation	\$0

Annual Expenses:

Base rent (includes private office and secretarial/reception/filing areas)	\$30,000
Coffee & tea service	\$500
Janitorial service, nightly	\$3,600
Utilities	\$2,400
Telephone	\$3,000
Office equipment and supplies	\$1,500
Receptionist	\$40,000
Health insurance	\$9,600
Payroll taxes	\$3,400
Pension program	\$1,200
Hiring costs	\$1,000
Temporary help (sick days, vacation)	\$2,500
Total	\$98,700

Annual Expenses:

Base rent (includes furnished private office, receptionist, conference room usage)	\$9,600
Coffee & tea service	\$0
Janitorial service, nightly	\$0
Utilities	\$0
Telephone	\$600
Office equipment and supplies	\$600
Receptionist	\$0
Health insurance	\$0
Payroll taxes	\$0
Pension program	\$0
Hiring costs	\$0
Temporary help (sick days, vacation)	\$0

Total \$98.700

Total \$10,800

TOTAL INITIAL INVESTMENT \$16,050
TOTAL ANNUAL EXPENSES \$98,700

TOTAL INITIAL INVESTMENT \$800
TOTAL ANNUAL EXPENSES \$10,800

Grand Total, First Year \$114.750

Grand Total, First Year \$11,600

Save over \$100,000!