

# Executive Office Link

vs.

# Traditional Office Space

	Executive Office Link	Traditional Space
<b>Rent Term</b>	Month-to-month and annual terms available	5-10+ years
<b>Scalability</b>	No problem! We're here to help your business grow!	Must renegotiate lease or relocate entirely
<b>Setup Time</b>	Move-in ready offices	Weeks to months depending on construction, utility connections, and furniture delivery
<b>Included Amenities</b>	Furniture 24/7 HVAC Internet Electric Janitorial On-site management Indoor/outdoor maintenance Conference room time Coffee and tea	Varies, but typically none
<b>Other Important Info</b>	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**

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# The Economics of an Office

## Estimated Costs for Private Office in Traditional Space

### 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
<b>Total</b>	<b>\$16,050</b>

## A Typical Private Office at Executive Office Link

### 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
<b>Total</b>	<b>\$800</b>

### 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
<b>Total</b>	<b>\$98,700</b>

### 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
<b>Total</b>	<b>\$10,800</b>

TOTAL INITIAL INVESTMENT .....	\$16,050
TOTAL ANNUAL EXPENSES .....	\$98,700
<b>Grand Total, First Year .....</b>	<b>\$114,750</b>

TOTAL INITIAL INVESTMENT .....	\$800
TOTAL ANNUAL EXPENSES .....	\$10,800
<b>Grand Total, First Year .....</b>	<b>\$11,600</b>

*Save over \$100,000!*