



Executive Suites Services Included

- Full-Time Receptionist (Business Hours)
- Dedicated Private Telephone Line
- Furniture
- Internet
- Janitorial
- Personal Mail Handling and Delivery
- Refreshment and Coffee Center
- Notary Public Services
- Lobby with Controlled Access
- Day Office & 2 Conference Rooms (8 hrs. per month)

Additional Services Available

- Concierge
- Photocopies - \$.10 per page for black/white and \$.50 per page for color
- Stamps/Postage - Cost plus 15%
- Conference Rooms - \$25.00 per hour after the allotted hours
- Fax - \$1.00 per page
- Dry Cleaning - Cost plus 15%
- Outgoing Fed-Ex - Cost plus \$2.00 handling fee