



# INTELLIGENT OFFICE™

Our solutions are designed to make life easier, more efficient, & more productive.



## Virtual Address Option

### Basic business Address package includes-

- Use of business address
  - Mail retrieval during business hours (8:30am-5pm)
- \$70/month**

### 24/7 access business address package includes-

- Use of business address
  - Mail collection at any time
  - Access to private box
- \$100.00/month**

### Mail forwarding:

- Monthly \$10/month
- Bi-weekly- \$15/month
- Weekly- \$25/month

**\*Mail Notification available**



## Live Phone Answering

Packages starting at \$120/month for 60 min  
**Most popular: \$380/month for 200 min**

**Fully customizable-** We become your front desk in its full capabilities as soon as we pick up the phone- we answer and tend to your calls in the specific manner you would like.

**Schedule management/ CRM management starting at \$50/month**

Extended operating hours available by request:  
Give us a call for further information

## A La Carte Office Space

**Business Hour Membership: \$50/month**  
**24/7 Member Access: \$100/month**

**Membership not required to utilize space but provides a discount on hourly prices.**


### Office Rental pricing under Membership:

- Small Executive Office  
\$25/hour (non-member- \$30)
- Medium Conference Room  
\$40.00/hour (non-member-\$50)
- Large Conference Room  
\$55.00/hour (non-member \$70)

**BEST DEAL**

**Bundle the Mailing Address & 24/7 Membership for Office rentals for \$150/month**

**Contact Us**

 516-478-9200

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