



VIRTUAL OFFICE RATES

PREMIUM VIRTUAL

\$199

Business Mailing Address	50 Phone Answering Units ²
Receive & Send Mail ¹	Receptionist (concierge service, greet visitors & reserve conference rooms)
Receive Courier Packages ⁴ (reasonable volume)	16 Hours of Day Office Usage (booked in 1 hour increments)
Business Support Service Center	Preferred Rates for Conference Rooms
FedEx Shipping Services (10% discount from retail list pricing)	Community Friday Morning Breakfast
Company Phone Number with Private Voicemail	Shared Fax Number
Professional Phone Answering During Business Hours	Access to WiFi Network

Set Up Fee: \$75.00

PHONE ANSWERING

\$69

Business Support Service Center
FedEx Shipping Services (10% discount from retail list pricing)
Company Phone Number with Private Voicemail
Professional Phone Answering During Business Hours
50 Phone Answering Units ²

Set Up Fee: \$35.00

VIRTUAL OFFICE ADDITIONAL SERVICES*

Additional Voicemail Box with Remote Notification	Additional Phone Number(s)	Auto Attendant	Phone Answering (30 second unit)	Vfax (fax to email)	After Hours Access ³ (credit check & minimum \$300 deposit required)
MONTHLY COST \$8	MONTHLY COST \$17	MONTHLY COST \$20	MONTHLY COST \$0.48	MONTHLY COST \$15	MONTHLY COST \$50
SETUP COST \$15	SETUP COST \$25	SETUP COST \$60	SETUP COST \$35	SETUP COST \$50	SETUP COST \$75

*Additional services available that can be added to your Virtual Solutions Plan.

A refundable retainer, equal to one month's fixed charges, is required for all plans.

1. Mail Forwarding is available for \$5 per occurrence, plus applicable postage.
2. Excess Answering Units shall be billed at \$0.48 per 30 second interval. Patching to cell phones, home offices, etc. subject to local and long distance fees.
3. After hours access only available for Premium Virtual and Dedicated Desk clients.
4. Package receiving is limited to 20 per month any excess will be billed accordingly.