



VIRTUAL OFFICE SERVICES

Virtual Office Services **EXECUTIVE PACKAGE** **\$259.00**
Includes: Use of office or conference room for three hours per month
 Prestigious business address with your own Suite #
 Telephone number
 Voice Mail direct to Email
 Mail and Package receiving
 Mail forwarding (*postage reimbursed*)
 Fax Services (*see below for costs*)
 Access to copy machine (*see below for costs*)

Virtual Office Services **BUSINESS PACKAGE** **\$169.00**
Includes: Prestigious business address with your own Suite #
 Telephone number
 Voice Mail direct to Email
 Mail and Package receiving
 Mail forwarding (*postage reimbursed*)
 Fax Services (*see below for costs*)
 Access to copy machine (*see below for costs*)

Virtual Office Services **Basic I (no mail service)** **\$109.00**
Includes: Telephone number
 Voice Mail direct to Email
 Fax Services (*see below for costs*)
 Access to copy machine (*see below for costs*)

Virtual Office Services **Basic II (no phone service)** **\$109.00**
Includes: Prestigious business address with your own Suite #
 Mail and Package receiving
 Mail forwarding (*postage reimbursed*)
 Fax Services (*see below for costs*)
 Access to copy machine (*see below for costs*)

Room Rentals Above and beyond allotted hours (*available for Virtual Office clients only*)

	1207 Delaware	534 Delaware	70 Niagara
Public Meeting Area	\$15.00/hr.	\$15.00/hr.	\$15.00/hr.
Small Conference Room	NA	NA	\$45.00/hr.
Large Conference Room	\$65.00/hr.	\$65.00/hr.	\$65.00/hr.
Office Rental	\$25.00/hr.	\$25.00/hr.	\$25.00/hr.

Reservations must be made through Plaza Suites. Available only during normal business hours. Based on availability.

All prices quoted are monthly except as noted. All rentals are subject to availability. Virtual offices are quoted with a month-to-month agreement with a one calendar month termination notice. All pricing subject to change without notice. Pricing effective October 1, 2020.



Secretarial Support	\$15.00 per hour <i>(charged at 15 minute increments)</i>
Copies	\$0.10 each <i>(1-1,000/month)</i> ; \$0.08 <i>(1,001 -2,000/month)</i> ; \$0.05 <i>(2,000+)</i>
Assisted Shipping	Cost + 20% <i>(Pieces sent via UPS, FedEx, DHL, USPS, etc.)</i>
Catering	Cost + 20% <i>(includes arrangement, set-up and breakdown)</i>
Digital Scanning	\$0.25 per page
Fax Number	\$10.00/month. Faxes received via email
Basic Meeting Setup	\$20.00 <i>(For set-up of coffee, tea, water, etc)</i>
Faxing	Incoming: \$0.75/first page, \$0.25/each additional page Outgoing: \$1.00/fax + digital scanning charges
Postage	Invoiced at par + \$0.05/stamp
Set-up Fees	\$35.00 admin charge \$85.00 phone or fax number programming charge <i>(if applicable)</i>

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