



**VIRTUAL OFFICE SERVICES**

**Virtual Office Services** **EXECUTIVE PACKAGE** **\$279.00**  
**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** **\$189.00**  
**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)** **\$129.00**  
**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)** **\$129.00**  
**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 August 1, 2023.*



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

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