



Virtual Office Services EXECUTIVE PACKAGE **\$259.00**
Includes: Use of office or conference room for three hours per month (1-year commitment)
 Prestigious business address
 Telephone number and phone line
 Professional reception services
 Telephone answering service with customized greeting
 Voice mail
 Email address for retrieval from Yahoo anywhere in the world
 Incoming fax service
 Mail and package receiving
 Mail forwarding (up to 75 incoming pieces/month plus outgoing postage & handling)

Virtual Office Services BUSINESS PACKAGE **\$159.00**
Includes: Prestigious business address (1-year commitment)
 Telephone number and phone line
 Professional reception services
 Telephone answering service with customized greeting
 Voice mail
 Incoming fax service
 Mail and package receiving
 Mail forwarding (up to 75 incoming pieces/month plus outgoing postage & handling)

Virtual Office Services BASIC I (no mail service) **\$ 99.00**
Includes: Prestigious business address (1-year commitment)
 Telephone number and phone line
 Professional reception services
 Telephone answering service with customized greeting
 Voice mail
 Incoming fax service

Virtual Office Services BASIC II (no telephone service) **\$ 99.00**
Includes: Prestigious business address (1-year commitment)
 Professional reception services
 Incoming fax service
 Mail and package receiving
 Mail forwarding (up to 75 incoming pieces/month plus outgoing postage & handling)

Conference Room Rental over and above allotted hours (This pricing available only to Virtual Office Clients)

	1207 Delaware	534 Delaware	70 Niagara	651 Delaware
Public Meeting Area (No reservation needed)	\$15.00/hr	\$15.00/hr	\$15.00/hr	\$15.00/hr
Small Conference Room/Office (Seats 3)	\$25.00/hr	\$25.00/hr	\$25.00/hr	\$25.00/hr
Large Conference Room (Seats 12+)	\$65.00/hr	\$45.00/hr	\$65.00/hr	N/A
Large Conference Room (Seats 8)	-	-	-	\$45.00/hr

Long distance and domestic rate for use from building **\$ 0.29/minute**
 Local rate for use from building **\$ 0.12/minute**



Notary Service	\$ 2.00 per signature
Administrative Support	\$ 24.00 per hour (<i>charged at 15 minute units</i>)
File Cabinet storage	\$ 15.00 per month (<i>four drawer cabinet located within the building</i>)
Copies	\$ 0.10 each (<i>1-1000/month</i>); \$ 0.08 (<i>1001-2000/month</i>); \$0.05 (<i>2000+</i>)
Assisted copying	(Copy pricing plus administrative support charge as listed above)
Shipping	Cost + 20% (<i>Pieces sent via UPS, FedEx, DHL, USPS Priority, etc.</i>)
Messenger Service	Cost + 20% (<i>Pieces sent via UPS, FedEx, DHL, USPS Priority, etc.</i>)
Catering	Cost + 20% (<i>Includes arrangement, set-up and breakdown</i>)
Binding	\$ 5.00
Computer repair	\$ 90.00/hr (<i>Service performed by ALT Systems by appointment</i>)
Digital Scanning	\$ 2.00 per page
Office Supplies	Cost + 20%
LCD Projector	\$ 145.00/per half-day (<i>For use with Power Point presentations, or video</i>)
Basic Meeting Set-up	\$ 20.00 (<i>For set-up of coffee, tea, water, etc</i>)
Fax	Incoming \$ 0.75/first page \$ 0.25/each additional page Outgoing \$ 0.75/first page \$ 0.25/each additional page plus toll charges
Postage	Invoiced at par (no additional charge) Postage label strips \$ 0.15 each Metering 1-100 pieces/month at no charge Metering 100+ pieces/month \$ 0.03 each
Mail Forwarding	First 75 pieces included with level one, three and four additional pieces at \$0.05/each

Set-up Fees: A set-up fee is required for any of the above Virtual Office plans.

All prices quoted are monthly except as shown. All rentals are subject to availability. Conference rooms will often hold more people using side chairs. Virtual offices are quoted with a one-year agreement term (shorter terms are slightly more, longer terms are slightly less). All pricing subject to change without notice. Pricing effective January 11, 2007.