



## Virtual Office Amenities and Services - Firm \$350/month

- Furnished temporary workspace – 40 hrs/mth (utilized by 5 or less individuals)
- High Speed Internet Access - 2 Gb upload speed, 8 Gb download speed
- Lobby/reception area for arriving guests
- Mailing services
- FedEx/UPS/USPS Deliveries – see mailing services above
- WIFI
- Regular office/common area cleaning service and supplies
- Kitchen/break room - Shared refrigerator
- Fresh coffee
- Soft drinks, bottled water, gourmet coffee and snacks for purchase
- 2 Conference rooms with food/beverage service features (by appt) – 11 hrs/mth
- Medium and small item storage areas assigned to each rental space relationship
- Central document processing center with high speed printer/scanner/digital fax and additional conveniences. – 100 B&W prints/mth
- Tenant Directory listing
- Parking
- Lease initiation fee: \$125
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- VoIP phone system access is available. Physical lease tenant charges apply. Features include voice messaging, forwarding, and tenant-sensitive time/date features (Tenants provide and maintain their own private phone line.)