



## Services

### Telephone Service

- Dedicated phone line
- 24/7 voicemail
- Call Forwarding

### Internet Service

- Business class high speed internet
- LAN infrastructure and CAT 5/6e cabling
- Connectivity equipment available

### Additional Phone Line

- Supplemental dedicated phone line

### Fax Line

- Dedicated fax line

### Call Handling Service

- Professional call answering by office receptionist
- Call screening and forwarding

### Storage Cages

- Private, lockable storage space

### Office Extras

- In-Suite Flat Panel TV

### Administrative Support

- Basic - Wordprocessing, letter writing. \$10/ 15 minutes min
- Advanced - Spreadsheets & Graphics. 1 hour minimum

### Office Amenities

- Conference room
- Projector Rental

### Copy Room Services

- B & W copies
- Color copies
- Faxes

### Virtual Office Services

- Mailbox address, phone, and 2 days office /month - 1 year lease
- Mailbox address, phone, and 2 days office /month - 3 month lease

### Registration Fees (Non Refundable)

- Mailbox
- Telephone
- Virtual Office Services