

Crossroads Business Center

5540 Centerview Dr. #200 • Raleigh NC 27606

Corporate Identity/Virtual Office Package

This plan is for the individual or company that works at home or travels extensively. Get a professional image without having the overhead and expense of a full-time office.

Virtual Office Plan..... \$185/month

- Receptionist, a professional business address, mail handling (*incoming and outgoing mail*)
- Personalized live telephone answering with voice mail and unified messaging
- 16 hrs meeting room use (*based on availability*)

Virtual Services: (*following services can be made available MONTHLY or À la Carte*)

Mail Service (Only) Plan. \$85/month

Includes: Professional business address, receptionist to receive mail and packages (incoming and outgoing mail).

Telephone Answering Charges:

Answering Service/Voice Mail. \$80.00/mth

(Base rate, unlimited use of one voice mail box, and 25 minutes live operator time)

Enhanced Live Answering..... (Ask for quote)

À la Carte Services Available – Ask us for pricing to customize a plan for you based on your requirements such as: mail notification and mail forwarding, local (or toll free) telephone numbers, voicemail trees with auto attend features.

Meeting Room À la Carte Pricing – pay as you go pricing:

Small Conference Room Use..... \$25.00/hour

HDTV with HDMI Video Conf. (using Skype/Logitech equipment)..... \$50.00/hour

Large Conference Room Use..... \$40.00/hour

(TV/Flat Screen / WiFi access)

Private Office (*professionally furnished*)..... \$20.00/hour

1 full day use of Private Office (8 hrs min.)..... \$125.00 for full day

Amenities available (Above rooms must be booked in advance and based on availability):

- WiFi Access
- Self-serve kitchen with coffee, tea and hot and cold filtered water (*additional fees may apply*)
- Receptionist available to assist with announcing visitors, assisting with copies, etc. (*admin assist charges may apply*)
- Ample and FREE parking with easy access to building

Hourly Rates:

Office Support/Word Processing (in 6 minute increments)..... \$35.00/hour

Office Support/Clerical (in 6 minute increments)..... \$27.00/hour

Other Charges:

Copies (*volume discounts available*)..... 10¢/page

Laser color copies (*volume discounts available*)..... .39¢/page

Fax (*send/receive--phone charges may apply*)..... \$.25/page

Postage Meter (U.S. Mail, Overnight & UPS Ground available). . . Postage +25%

NOTE: Time is billed in units (10 units per hour). Monthly clients will be billed at the end of the month for all services. We use the industry production standards published by the Global Workspace Association (GWA).