

We provide you with the workspace, cutting-edge technology and support services that suit your individual needs. Our Full Office Programs are available for month-to-month, 3 month, 6 month or 12 month terms.

FACILITIES

US C CLUB OFFICE OR CONFERENCE ROOM included Accommodates 1-12 people to meet in private, make phone calls & access high speed Internet	10 hrs/month	FURNISHED RECEPTION ROOM Spacious and elegant reception area provides true corporate image.	Included
BOARD ROOM Accommodates 12-20 people to meet in private, make phone calls & access high speed Internet.	2 hrs/month included* or \$50/hr	KITCHEN AND LOUNGE FACILITY Refrigerator, microwave & all other necessities	Included
VIDEO CONFERENCING ROOM See your manager for information about facilities nearest you	\$175/hr + line charge	LOBBY LISTING Provided in building directory.	Included
RECIPROCAL USE OF ALL LOCATIONS Reserve an office or conference room or utilize a service at any other affiliated World Wide Business Center Network location.	Included	UTILITIES & MAINTENANCE Includes HVAC, electric, water and lighting	Included
		JANITORIAL SERVICE Provided Monday through Friday.	Included

SERVICES

DEDICATED RECEPTIONISTS Clients are greeted quickly and professionally.	Included	ADMINISTRATIVE SERVICES Highly qualified staff handles all of your word processing and administrative needs.	\$3.50/ 6 minute increment
LIVE DEDICATED PHONE ANSWERING Receptionists are dedicated to screening your calls and patching them to your office or another location.	Included	GRAPHIC DESIGN SERVICES A variety of professional quality print, web and digital services available.	\$75/hr or per project basis
DAILY MAIL PROCESSING Incoming mail placed on client's desk.	Included	PC & NETWORK SUPPORT IT support available for your network needs.	\$150/hr
DEDICATED OPERATIONS MANAGER Provides dedicated assistance for your operational matters and assures efficient scheduling of all your work.	Included	OVERNIGHT SERVICES FedEx, UPS and DHL provide services daily with in-house pick-up and delivery.	Per Usage
UNIFIED MESSAGING PACKAGES VOICEMAIL-TO-EMAIL: Receive instant email message notification & listen to your voice messages on your PC.	Included	COURIER SERVICES Local messenger service	Per Usage
eFAX TELEPHONE NUMBER: A private DC fax number will forward any incoming faxes instantly to your email.	\$40/month	COPYING CHARGES Black and white copies Color copies Discounts for volume	\$0.15/page \$0.49/page
MULTI-LINE DIGITAL TELEPHONES Telephone set with a main telephone number, private telephone number and voice mail. Speakerphone, call forwarding, conference call features & more included.	\$120/month	FAX TRANSMISSION Domestic and international transmissions, 24 hours a day.	\$0.75/ page + line charge
One time charge for line and equipment installation and programming.	\$190/phone set	PRESENTATION BINDING GBC Binder allows for professional presentation.	\$10/binding
BROADBAND SERVICES Shared T-1 Internet Connection Public T-1 Internet Connection Network Peripherals (printers and scanners) T-1 programming & set-up (per PC)	\$90/month/user \$180/month/user Included \$190/connection/one-time	OFFICE SUPPLIES In-house supplies or next day delivery.	Per Item

*Pending availability, up to 2 hours of the 10 Club Office or Conference room hours per month may be applied to Board Room usage

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