



DC Business Centers: Call (202) 223-5200

www.dccenters.com

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.

Full Time Offices

FACILITIES

US CLUB OFFICE OR CONFERENCE ROOM -----10 hrs/ month included
Accommodates 1-12 people to meet in private, make phone calls & access high speed Internet

BOARD ROOM ----- 2 hrs/month included* or \$50/hr
Accommodates 12-20 people to meet in private, make phone calls & access high speed Internet.

VIDEO CONFERENCING ROOM ----\$175/hr + line charge
See your manager for information about facilities nearest you

RECIPROCAL USE OF ALL LOCATIONS ----- Included
Reserve an office or conference room or utilize a service at any other affiliated World Wide Business Center Network location

FURNISHED RECEPTION ROOM ----- Included
Spacious and elegant reception area provides true corporate image

KITCHEN AND LOUNGE FACILITY ----- Included
Refrigerator, microwave & all other necessities

LOBBY LISTING ----- Included
Provided in building directory

UTILITIES & MAINTENANCE ----- Included
Includes HVAC, electric, water and lighting

JANITORIAL SERVICE ----- Included
Provided Monday through Friday

SERVICES

DEDICATED RECEPTIONISTS -----Included
Clients are greeted quickly and professionally

LIVE DEDICATED PHONE ANSWERING -----Included
Receptionists are dedicated to screening your calls and patching them to your office or another location

DAILY MAIL PROCESSING-----Included
Incoming mail placed on client's desk

DEDICATED OPERATIONS MANAGER -----Included
Provides dedicated assistance for your operational matters and assures efficient scheduling of all your work.

UNIFIED MESSAGING PACKAGES -----Included
VOICEMAIL-TO-EMAIL: Receive instant email message notification & listen to your voice messages on your PC.

eFAX TELEPHONE NUMBER: ----- \$40/month
A private DC fax number will forward any incoming faxes instantly to your email.

MULTI-LINE DIGITAL TELEPHONES ----- \$120/month
Telephone set with a main telephone number, private telephone number and voice mail. Speakerphone, call forwarding, conference call features & more included.

One time charge for line and equipment ----- **\$190/phone set**
installation and programming

BROADBAND SERVICES

Shared T-1 Internet Connection ----- **\$90/month/user**

Public T-1 Internet Connection----- **\$180/month/user**

Network Peripherals (printers and scanners) ----- **Included**

T-1 programming & set-up (per PC) **\$190/connection/one-time**

ADMINISTRATIVE ----- \$3.50/ 6 minute increment
Highly qualified staff handles all of your word processing and administrative needs.

GRAPHIC DESIGN ----- \$75/hr or per project basis
A variety of professional quality print, web and digital services available.

PC & NETWORK SUPPORT ----- \$150/hr
IT support available for your network needs.

OVERNIGHT SERVICES -----Per Usage
FedEx, UPS and DHL provide services daily with in-house pick-up and delivery.

COURIER SERVICES -----Per Usage
Local messenger service

COPYING CHARGES

Black and white copies ----- **\$0.15/page**

Color copies ----- **\$0.49/page**

Discounts for volume

FAX TRANSMISSION ----- \$0.75/ page + line charge
Domestic and international transmissions, 24 hours a day.

PRESENTATION BINDING ----- \$10/binding
GBC Binder allows for professional presentation.

OFFICE SUPPLIES -----Per Item
In-house supplies or next day delivery.

*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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