

INCLUDED SERVICES	Mail Plan	Phone Answering	Coworking Plan	Part-Time Office	Smart Office
	\$59	\$69	\$79	\$99	\$189
Business Mailing Address ¹	✓				✓
Receive and Send Mail ²	✓				✓
Receive Courier Packages (reasonable volume)	✓				✓
Business Support Service Center	✓	✓	✓	✓	✓
FedEx Shipping Services (10% discount from retail list pricing)	✓	✓	✓	✓	✓
Company Phone Number with Directory Assistance		✓			✓
Private Voicemail Box with Remote Notification		✓			✓
Professional Phone Answering During Business Hours		✓			✓
50 Phone Answering Units ³		✓			✓
Receptionist (concierge service, greet visitors & reserve conference rooms)				✓	✓
16 Hours of Smart Office Usage				✓	✓
8 Hours of Lounge Usage During Business Hours				✓	✓
40 Hours of Coworking/Lounge Space Usage (during business hours for one person)			✓		
Community Friday Morning Breakfast			✓	✓	✓
Shared Fax Number			✓	✓	✓
Access to WiFi Network			✓	✓	✓
Preferred Rates for Conference Rooms			✓	✓	✓
<i>Setup Fees</i>	\$50	\$35	\$45	\$75	\$75

A refundable retainer, equal to one month's fixed charges, is required for all plans.

1. USPS requires all Mail Plans to be compliant with CMRA regulations.

2. Mail Forwarding is available for \$5 per occurrence, plus applicable postage.

3. Excess Answering Units shall be billed at \$0.48 per 30 second interval. Patching to cell phones, home offices, etc. subject to local and long distance fees.

ADDITIONAL SERVICES*	Monthly Cost	Setup Cost
Additional Voicemail Box with Remote Notification	\$10	\$15
Additional Phone Number(s)	\$17	\$25
Auto Attendant	\$20	\$60
Vfax (fax to email)	\$15	\$50
After Hours Access ⁴ (credit check and minimum \$300 deposit required)	\$50	\$75

**Additional services available that can be added to your Virtual Solutions Plan*

4. After hours access only available for Coworking, Part Time, and Smart Office clients and will be assessed on a per client basis.