





Union Plaza Business Center



Collonade Executive Suite

	  EXECUTIVE SERVICES	MAIL RECEIPT <small>STARTING AT \$50</small>	MAIL RECEIPT PLUS <small>STARTING AT \$99</small>	MAIL & MEETING <small>STARTING AT \$99</small>	VIRTUAL OFFICE <small>STARTING AT \$195</small>	VIRTUAL OFFICE <small>STARTING AT \$225</small>	VIRTUAL OFFICE <small>STARTING AT \$245</small>
PROFESSIONAL MAILING ADDRESS		✓	✓	✓	✓	✓	✓
TELEPHONE LINE WITH CALL FORWARDING			✓				
TELEPHONE LINE					✓	✓	✓
PERSONALIZED TELEPHONE ANSWERING					✓	✓	✓
4 HOURS PER MONTH OF CONFERENCE ROOM/ DAY OFFICE USE					✓		
8 HOURS PER MONTH OF CONFERENCE ROOM/ DAY OFFICE USE				✓		✓	
16 HOURS PER MONTH OF CONFERENCE ROOM/ DAY OFFICE USE							✓

Enhancements:

- Call Screen Transfer
- Custom Call Routing
- Voice Mail with E-mail Alerts

Administrative Support Services

- Word Processing
- Power Point Presentations
- Spreadsheets
- Outgoing Mail Prep

Also Available:

- Conference Room or On-Demand Office
- Rental by the Hour, starting at \$20
- Rental by the Day, starting at \$75

- Copy/Scan Equipment
- Fax Service, E-fax Service

(One-time set up fees vary with virtual office package choice. Pricing and options vary by location.)

Word
Proces
sing

Power Point
Presentations

Spreadsheets

Outgoing Mail Prep