

EXECUTIVE OFFICE CENTERS,
477 Congress Street, 5th Floor, Portland, Maine 04101-3431
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www.executiveportland.com, E-Mail: info@executiveportland.com

VIRTUAL OFFICE AND CORPORATE ID SERVICE

FULL SERVICE **\$175.00/month**

Includes answering your telephone line weekdays from 8:00 am to 5:00 pm, receiving mail, 4 hours office or conference room time, plus a discount rate for additional hours* and Building Directory listing.

ENHANCED SERVICE **\$125.00/month**

Receiving mail, 1 hour free office or conference room time, discount hourly conference room rates* and Building Directory listing.

LIMITED SERVICE **\$100.00/month**

Receiving mail, 1 hour free office or conference room time, standard conference room rates and Building Directory listing.

MISCELLANEOUS SERVICE CHARGES

- \$5.00 plus postage to re-package and send mail.
- \$2.00 to call client with messages.
- \$100.00 one time charge for Directory Faceplate and set up.
- \$25.00 for one (1) sheet of address (mail forwarding) labels.

CONFERENCE ROOMS	Discounted Rate	Hourly	Daily
X-Large	\$20.00	\$45.00	\$175.00
Large (12 seats)	\$15.00	\$35.00	\$150.00
Small (8 seats)	\$10.00	\$25.00	\$125.00
Office	\$10.00	\$25.00	\$125.00

Plus \$40.00 per hour after 5:00 pm

WORD PROCESSING & SPREADSHEETS **\$30.00/hour**

- Other typing or editing - secretarial time **\$30.00/hour**
- Prints (from diskette/CD/flash drive) **\$1.00/page**
- Color copies & prints **\$1.00/page**

TELEPHONE USAGE - Incoming and Outgoing calls

Domestic local and long distance included in hourly rent

COPIER USE **\$.10/page**

OUTGOING POSTAGE **Cost + 25%**

FACSIMILE SERVICE

- Transmitting (Self Service): including domestic phone charges **\$2.00+.80/page**
- Transmitting (Full Service): including domestic phone charges **\$5.00+.80/page**
- Receiving: (plain paper fax) **\$2.00+.55/page**

PARKING (on-site for guests at garage) **\$1.50/hour**

LAPTOP COMPUTER WITH INTERNET SERVICE **\$30.00/day**