

EXECUTIVE OFFICE CENTERS,
477 Congress Street, 5th Floor, Portland, Maine 04101-3431
Ph: 207-773-8890 Fax: 207-773-8597
www.executiveportland.com, E-Mail: info@executiveportland.com

VIRTUAL OFFICE AND CORPORATE ID SERVICE

FULL SERVICE **\$185.00/month**

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

Same as above with 1 day per week office time **\$395.00/month**

ENHANCED SERVICE **\$135.00/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.

10 hours of office or conference room per month with reception and beverage service (does not include mail service or Directory listing). **\$100.00/month**

MISCELLANEOUS SERVICE CHARGES

- \$5.00 plus postage to re-package and send mail.
- \$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	\$25.00	\$45.00	\$250.00
Large (12 seats)	\$20.00	\$35.00	\$200.00
Small (5 seats)	\$15.00	\$25.00	\$150.00
Office	\$15.00	\$25.00	\$150.00

\$25.00 per hour surcharge after 5:00 pm

**2 hour cancellation charge if canceled less than 24 hours prior to usage
 Minimum 2 hours**

WORD PROCESSING & SPREADSHEETS	\$30.00/hour
Other typing or editing - secretarial time (min 1/10 hr.)	\$30.00/hour
Color copies & prints	\$1.00/page

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

OUTGOING POSTAGE **Cost + 25%**

FACSIMILE SERVICE	
Transmitting (Self Service): including domestic phone charges	\$2.00+.80/page
Receiving: (plain paper fax)	\$2.00+.55/page
PARKING (on-site for guests at garage)	\$1.75/hour