

Executive Office Center
477 Congress Street, 5th Floor, Portland, Maine 04101-3431
Tel. (207) 773-8890, Fax (207) 773-8597
E-mail: info@executiveportland.com
www.executiveportland.com

RESIDENT SERVICE CHARGES

WORD PROCESSING & SPREADSHEETS	\$28.00/hour
Other typing/editing-secretarial time	\$28.00/hour
Bookkeeping services	\$35.00/hour
CONFERENCE ROOMS (Excess charge over 10 hours per month)	
X-Large	\$20.00/hour \$120.00/day
Large	\$15.00/hour \$90.00/day
Small	\$10.00/hour \$60.00/day
Office	\$10.00/hour \$60.00/day
DELIVERY SERVICE (Within 3 blocks for small packages)	\$5.00
COPIER USE (up to 700 copies)	\$.10/page
(over 700 copies)	\$.07/page
OUTGOING POSTAGE	Cost + 25%
FEDEX, UPS & DHL/AIRBORNE	\$5.00 & courier fees
FACSIMILE SERVICE (for sending/receiving letters, diagrams & pictures anywhere)	
Transmitting (Self Service): including domestic phone charges	\$.80/page
Receiving: (plain paper fax)	\$.55/page
<u>Maximum \$50.00/month/office</u>	
DIRECTORY FACEPLATES (1 st Floor & 5 th Floor Lobby)	\$100.00 (one time)
SECOND OCCUPANT in same office, additional	20% of base rent
PARKING	
Monthly Parking	\$120.00/month
On-site for Guests at Garage	\$1.75 per hour
MONTHLY MEMBERSHIP AT BAY CLUB	Cost
20/4 FIBER OPTIC PLUS 10/1 COPPER FOR REDUNDANCY	Included
LISTED TELEPHONE NUMBER WITH 2 LINES, AND VOICEMAIL, DOMESTIC LONG DISTANCE	Included
PURCHASE TELEPHONE NUMBER (take # with you when you leave EOC)	\$150.00