

**RESIDENT SERVICE CHARGES**

**TYPING\***

**8-1/2 x 11" Sheet**

Short statements and invoices (under 4 lines)	<b>\$2.00</b>
1/2-Page Text	<b>\$3.00</b>
Full Page Text	<b>\$5.00</b>
Envelope/Label	<b>\$ .30</b>

**8-1/2 x 14" Sheet**

Full page text	<b>\$5.50</b>
Other typing or editing - secretarial time	<b>\$24.00/hr</b>

\*Regular text: typed, clearly faxed or legibly written

**CONFERENCE ROOMS (Excess charge over 10 hours per month)**

Large	\$10.00/hour	<b>\$60.00/day</b>
Small	\$7.00/hour	<b>\$45.00/day</b>
Office	\$7.00/hour	<b>\$45.00/day</b>

**DELIVERY SERVICE** Within 3 blocks for small packages **\$4.00**

**COPIER USE** (discount for high volumes) **\$.10/page**

**OUTGOING POSTAGE** **Cost + 25%**

**COURIER PICKUPS** Complete paperwork **\$4.00+ Courier Fee**

**FACSIMILE SERVICE** (for sending/receiving letters, diagrams & pictures anywhere)

Transmitting (Self Service): including domestic phone charges	<b>\$.80/page</b>
Receiving: (plain paper fax)	<b>\$.55/page</b>
	<b>\$50.00/ Month Max.</b>

**PAGING OUT MESSAGES/PHONE CALL** made by staff member **\$1.00/message/call**

**DIRECTORY FACEPLATES** (1<sup>st</sup> Floor & 5<sup>th</sup> Floor Lobby) **\$50.00 (one time)**

**SECOND OCCUPANT** in same office, additional **20% of base rent**

**PARKING**

Monthly Parking	<b>\$95/month</b>
On-site for Guests at Garage	<b>Hourly Rate + 25%</b>

**MONTHLY MEMBERSHIP AT THE BAY CLUB** **Cost + \$10.00**

**LAPTOP COMPUTER WITH DSL INTERNET SERVICE** **\$15.00/day**

**1 MB DEDICATED** **\$40.00/month**

**TELEPHONE LINE** **\$35.00/month**

**VOICE MAIL BOX** **\$3.00/month**