

**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

Includes answering your telephone line weekdays from 8:00 am to 5:00 pm, receiving mail, 1 hour office or conference room time plus a discount rate for additional hours and Building Directory listing. Domestic and long distance included in hourly rent.

ENHANCED SERVICE

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

LIMITED SERVICE

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

MISCELLANEOUS SERVICE CHARGES

DISCOUNT CONFERENCE ROOMS

X-Large
Large (12 seats)
Small (5 seats)
Office

WORD PROCESSING & SPREADSHEETS

Other typing or editing - secretarial time
Prints (from diskette/CD/flash drive)
Color copies & prints

TELEPHONE USAGE – Incoming and Outgoing calls

COPIER USE

OUTGOING POSTAGE

FACSIMILE SERVICE

Transmitting (Self Service): including domestic phone charges
Transmitting (Full Service): including domestic phone charges
Receiving: (plain paper fax)

PARKING (on-site for guests at garage)