

# VIRTUAL OFFICE - Conference & Meeting Room



Select Your Plan		VIRTUAL ASSOCIATE \$45 per month	VIRTUAL IDENTITY \$65 per month	VIRTUAL OFFICE \$145 per month	VIRTUAL EXECUTIVE \$195 per month	VIRTUAL CADILLAC \$225 per month
Conf. Rm.	Conf & Meeting Rm or Furnished Office	Member Rates	Member Rates	15 hrs/month	25 hrs/month	20 hrs/month
	Premiere business address w/ Name on Corporate Marquee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Presence	Mailbox, Shipping & Receiving, Pick up & Drop Off Services- collection and handling		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Mail Forwarding- as needed or scheduled mail forwarding, scan to email also available		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Receptionist to greet clients & visitors		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone & Fax	Local Fax Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Phone Package A – see Phone Answering Page: local phone number, auto attendant, extension tree, call forwarding, voicemail attendant etc.	\$45/mo.*	\$45/mo.*	\$45/mo.*	\$45/mo.*	\$15 off/mo.
	Phone Package B – see Phone Answering Page: live phone answering, transferring, forwarding and messaging + Package A	\$65/mo.*	\$65/mo.*	\$65/mo.*	\$65/mo.*	Included
Membership	Access to building and staff during normal business hours	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.
	IOS Universal Card & Account, online community, networking events, discounted rates, special offers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Use of common areas: Reception Lobby, Surf Café, Kitchen, Conference Area, Copy Center	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Private Audio & Web Conferencing Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Access to other IOS Facilities, Lounges, and Conference Centers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Set Up	Set-up fee – One-time charge	\$45	\$75	\$75	\$75	\$125
	24/7 Access Card fee – One-time charge	\$45	\$45	\$45	\$45	\$45
Add-ons	Additional Monthly Services	Add 5 Hrs Conf Room (max of 40 Hrs w/ any package, after 40 Hrs, members rate of \$12.50 per hr applies) \$40/mo.			B&W Copies/ Prints/Color Scan qty. 100 = \$6/mo. qty. 500 = \$25/mo.	Color Copies/ Prints qty. 100 = \$25/mo. qty. 500 = \$95/mo.
		Unlimited Front Desk Fax \$10/mo.	Additional Phone Profiles \$15/mo.			

\*Adding a phone package to any of the Virtual Identity Plans (excluding the Cadillac plan) is an additional one-time set-up fee of \$50.