

Services	THE BUSINESS MAILING ADDRESS	THE EXECUTIVE MEETING ROOM	THE PERSONAL RECEPTIONIST	THE PROFESSIONAL OFFICE
Business mailing address	✓		✓	✓
Building lobby listing	✓	✓	✓	✓
Hourly access to office and conference room space		✓		✓
Monthly space usage credit		\$75		\$100
Dedicated inbound telephone number			✓	✓
Call greeting, screening and transferring*			✓	✓
Voicemail with remote access			✓	✓
Voicemail to email			✓	✓

Pricing	THE BUSINESS MAILING ADDRESS	THE EXECUTIVE MEETING ROOM	THE PERSONAL RECEPTIONIST	THE PROFESSIONAL OFFICE
Westchester & Fairfield	\$100/month	\$150/month	\$150/month	\$275/month
New York City	\$100/month	\$150/month	\$200/month	\$325/month
Set-up Charge	\$50	\$100	\$100	\$150

Add-on Virtual Office Options	
Mailing Address (Westchester or Fairfield)	\$25/month**
Mailing Address (NYC)	\$50/month**
Additional Phone Number	\$25/month**
Additional Voicemail Box	\$10/month**
Voicemail to Email for Additional Voicemail Boxes	\$10/month**
Dedicated E-Fax Number	\$25/month**
100 Phone Transfers	\$50/month**
On-Site File Cabinet	\$75-100/month**
Additional \$100/month recurring space rental credit	\$50/month*** (3 month commitment)

\* includes 50 transfers/month

\*\*One-time set-up fee of \$25 if not selected as part of initial agreement

\*\*\*Cannot be added to The Business Mailing Address or The Personal Receptionist package.