

Services	THE BUSINESS MAILING ADDRESS	THE EXECUTIVE MEETING ROOM	THE PERSONAL RECEPTIONIST	THE PROFESSIONAL OFFICE	THE PROFESSIONAL OFFICE PLUS
Business mailing address	✓		✓	✓	✓
Building lobby listing	✓	✓	✓	✓	✓
Hourly access to office and conference room space		✓		✓	✓
Monthly space usage credit		\$100		\$150	\$250
Dedicated inbound telephone number			✓	✓	✓
Call greeting, screening and transferring*			✓	✓	✓
Voicemail with remote access			✓	✓	✓
Voicemail to email			✓	✓	✓
Weekly Mail Forwarding ****					✓
IP Phone with unlimited domestic calling					✓

Pricing	THE BUSINESS MAILING ADDRESS	THE EXECUTIVE MEETING ROOM	THE PERSONAL RECEPTIONIST	THE PROFESSIONAL OFFICE	THE PROFESSIONAL OFFICE PLUS
Westchester, Fairfield & Long Island	\$100/mo.	\$175/mo.	\$175/mo.	\$300/mo.	\$400/mo.
New York City	\$100/mo.	\$175/mo.	\$225/mo.	\$350/mo.	\$450/mo.
Set-up Charge	\$50	\$100	\$100	\$150	\$150

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

\*Includes 300 transfers/\*Includes 300 transfers/mo.

\*\*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 packages

\*\*\*\*Postage excluded