



Office Package Worksheet

<input checked="" type="checkbox"/> MONTHLY OFFICE RENTAL Suite #: _____ <ul style="list-style-type: none"> Includes the following full service features: <ul style="list-style-type: none"> Furnished office with a desk, credenza, chair and guest seating Individual thermostat control for HVAC One telephone with private number, rollover line and unlimited free local calling 24-hour voice mail or call forwarding to an outside number Caller access to receptionist during business hours through voice mail High-speed network and wireless Internet access Unified messaging, centrally locating, all email, voicemail and faxes Five hours free per month access to any of our four conference rooms All utilities, janitorial and cleaning services Access to high resolution digital color networked copiers/printers/scanners Access to on-site professional administrative support services Access to advanced audio-visual equipment Kitchens and break areas with free coffee, tea and filtered water 	\$ _____/month								
OPTIONS <ul style="list-style-type: none"> <input type="checkbox"/> PERSONALIZED TELEPHONE ANSWERING <ul style="list-style-type: none"> All calls during business hours are answered in your name or the name of your company, with your choice of call screening or call patching. <input type="checkbox"/> ADDITIONAL PHONE UNITS (\$30/month x _____ units) <input type="checkbox"/> ADDITIONAL FAX LINES (\$30/month x _____ lines) <input type="checkbox"/> OTHER _____ 	\$ 75.00/month \$ _____ \$ _____ \$ _____								
<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 1.2em;">COSTS</div> <table style="width: 100%;"> <tr> <td style="text-align: right;">ESTIMATED MONTHLY TOTAL</td> <td>\$ _____</td> </tr> <tr> <td style="text-align: right;">1 MONTH SECURITY DEPOSIT</td> <td>\$ _____</td> </tr> <tr> <td style="text-align: right;">NON-RECURRING SETUP FEE*</td> <td>\$ 175.00</td> </tr> <tr> <td style="text-align: right;">TOTAL MOVE-IN COST</td> <td>\$ _____</td> </tr> </table> <p style="font-size: 0.8em; margin-top: 10px;">*Setup fees include basic telecom installation, 2 access cards, keys and suite nameplate.</p> </div>	ESTIMATED MONTHLY TOTAL	\$ _____	1 MONTH SECURITY DEPOSIT	\$ _____	NON-RECURRING SETUP FEE*	\$ 175.00	TOTAL MOVE-IN COST	\$ _____	
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Prices are subject to change without notice. This worksheet is for general estimates only and does not constitute a binding contract.



Floorplan Overview



FLOORPLAN OVERVIEW

- Offices (82 total)
- Conference Rooms (4)
- Administrative Service Areas
- Breakrooms
- Common Areas
- Courtyards (2)

Plus ample lighted parking, six secure entrances and convenient covered entrance.

Notes: _____

Suite # _____