

# office evolution®

Your Business. Your Dream. Our Team.

801.783.2888 | [www.officeevolution.com](http://www.officeevolution.com)

221 Historic 25th Street | Ogden, UT 84401

## VIRTUAL OFFICE PLANS

No one understands the needs of small business better than we do. We let you choose from a wide variety of virtual office packages so you can get exactly what you need, and nothing you don't. Here, we give you the freedom you need to create the business you've always wanted while living the life you've always desired. Enjoy a 30-day money back guarantee and no security deposit for all of our Virtual Office packages.



\*MONTH-TO-MONTH

### Complete Virtual Office

\$249

- 100 minutes of Live Answered Calls: *answer, screen, announce and transfer*
- Business Address: *for business stationery and mail delivery*
- Unlimited Drop-In Access: *to all Office Evolution locations*
- \$60 / month: *worth of Conference Room or Day Office Rental Time*
- Front Office Presence: *to greet guests and receive packages*
- Unlimited Domestic Long Distance, Wi-Fi Internet, and Digital Fax
- 24/7 Facility Access

### The Meeting Package

\$139

- Business Address: *for business stationery and mail delivery*
- Unlimited Drop-In Access: *to all Office Evolution locations*
- \$60 / month: *worth of Conference Room or Day Office Rental Time*
- Front Office Presence: *to greet guests and receive packages*
- Unlimited Domestic Long Distance, Wi-Fi Internet, and Digital Fax
- 24/7 Facility Access

### Phone Service Package

\$199

- 100 minutes of Live Answered Calls: *answer, screen, announce and transfer*
- Unlimited Domestic Long Distance and Digital Fax

### Mail Service Package

\$79

- Business Address: *for business stationery and mail delivery*
- Front Office Presence: *to greet guests and receive packages*

\*Set-up fee is equivalent to one month of service.

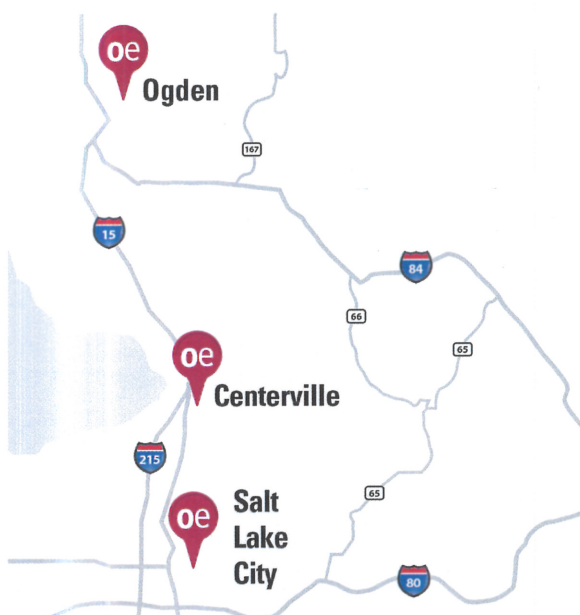
© 2015 Copyright Office Evolution



Franchises Available - Visit Our Website

## ADDITIONAL SERVICES

As an Office Evolution client, you will have seamless access to each and every OE business center across the U.S. We offer multiple day offices, conference rooms and training rooms where you may meet with clients in a sophisticated environment.



### Add-Ons

- |  |                    |
|--|--------------------|
| • Additional Employee (phone service package)                                      | Free*              |
| • Additional Employee (other packages)   | \$25 / month       |
| • Conference or Meeting Room Rental: <i>discounted</i>                             | \$99 = \$150 worth |
| • Telephone Port: <i>on or off</i>   | \$50 / port        |
| • Additional Phone Number or Voice Mailbox   | \$10* ea / month   |
| • 800 Number: <i>plus applicable in-bound long distance</i>                        | \$10* ea / month   |
| • Phone Programming: <i>dial by name or number phone trees, 24 hour forwarding</i> | \$10* ea / month   |
| • 411 Listing  | \$10* ea / month   |
| • Call Bridge (up to 6 lines)  | \$10* ea / month   |

### Miscellaneous

- |  |                    |
|--|--------------------|
| • Mail Forwarding: <i>USPS / Fedex / UPS</i> | cost + 30% + admin |
| • Tech Support                               | \$65 / hour        |
| • Copies or Prints (B&W)                     | \$.15 / page       |
| • Color Copies or Prints                     | \$.30 / page       |
| • Administrative Support                     | \$1 / min, \$5 min |
| • Notary and Document Witness Service        | \$1 / min, \$5 min |

\*required \$20 set-up fee

"The professional front office interface with the public, along with the flexibility to handle multi-party mediations and arbitrations that require flexible conference room space, makes Office Evolution the best fit for my business."

Steven Meyrich | Arbitration + Mediation Services