

# OFFICE ALTERNATIVES

[www.OfficeAlternatives.com](http://www.OfficeAlternatives.com)  
505-796-9600



**Hourly Meeting Space**



**Virtual Mail & Professional Address**



**Virtual Telephone Reception**



**Join Today!**  
*2 Locations*



## Office Suite Rentals



SCAN ME

[www.OfficeAlternatives.com](http://www.OfficeAlternatives.com)

**2 Locations: NE/Journal Center & Westside**

# About Us

Locally owned and operated, Office Alternatives (OA) has been providing upscale office space and virtual office services long before the words "Shared space," "Flex space," "Coworking," "Virtual Reception," and "Hotdesks" have been around. OA has helped businesses grow for 16 years, with two locations in Albuquerque, Office Alternatives is passionate about helping small businesses and start-ups grow, and thrive!

We're proud that our mission and vision allow businesses to succeed and gain a professional "larger than life image" whereby once upon a time, expensive overhead would've been required instead! Our "freedom to office" on your terms motto, is why we're passionate about what we do. We strive to see businesses grow and even sometimes outgrow our model (a feather in our cap!). So, thank you for stopping by and giving us a chance to earn your business.

*Christina Esterly*  
President  
Office Alternatives

## Our Mission

To assist in starting your business on a small budget by partnering with the #1 LOCAL provider in helping Albuquerque businesses thrive, succeed, and gain a professional "larger than life image" and structure on a small budget.



## Vision:

Administer the highest standard of customer satisfaction by providing executive level private offices, offices/co-working spaces, and creating a collaborative culture to ensure opportunity of growth and development for our clients and their businesses. A win-win partnership.

## Follow Us:



Twitter



LinkedIn



Instagram



Facebook



Website

#1 LOCAL provider helping ABQ Businesses thrive

# Meeting Space Only

## BASIC PLAN

\$45 month + \$19.99 setup fee  
**SALE: \$29.99 No setup fee**

### Benefits include:

Our Basic plan gives you the "**Freedom to Office**" when and where you want! It includes **member pricing** which is heavily discounted rates for day offices, executive board rooms, conference rooms, and training rooms at your convenience.

- **No more crowded coffee shop meetings**

Professional office space with amenities and free coffee

- **Convenient Booking**

Online Portal for access to real-time meeting space calendar and the ability to schedule, cancel, or modify room reservations; review past reservations and view invoices 24/7

- **Professional Image**

Our reception staff greets your clients as your own staff would. A professional classy business building gives the appearance of a well-established company.

- **Access to Wi-Fi and our WIFI/Co-working Lounge (West location)**

*Note: the Basic Plan does **not** include use of our physical address for drop offs, mail or phones.*



# Virtual Office Mail & Address Package

\$65/month + \$59 setup fee

## VIRTUAL MAIL PLAN

**SALE: \$55 monthly \$25 setup fee**

### All benefits of the Basic membership plus:

Use of our professional building **address** for your public & business listings: *Google my Business, Google Maps, your Website, Business cards, Grant applications and more* and to receive mail/packages securely.

- **Gives A Professional and Established Image**

Use of our prestigious office building and address as YOUR own business' address

- **Our staff is YOUR staff**

Full time Front Lobby staff to greet your guests, sign for deliveries, and provide administrative services

- **Secure mail and package lockers with 24/7 access**

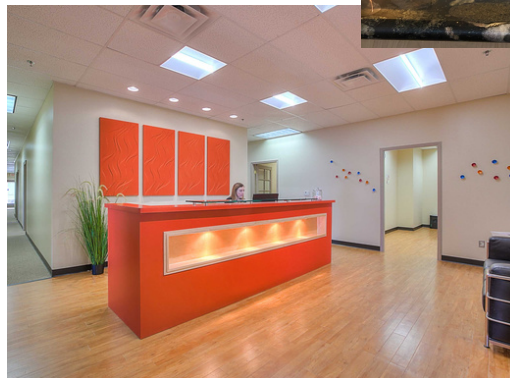
- **Client Drop-off Mediator Service**

Client dropoff/pickup (fee)

- **Hourly Meeting Space** (fee by the hour)



Which Business Would You Choose On Google?



### Additional Mail Package Add-On's (small fees apply)

- Mail/package forwarding service -Postage plus admin handling fee
- Scan to email contents of mailbox
- Building Directory Listing at physical site(s)
- Additional company names or recipient names for mailbox
- LLC Registered agent - OA will be your LLC's Registered Agent



**OFFICE  
ALTERNATIVES**

# Professional Phone Services

## VIRTUAL TELEPHONE RECEPTION SERVICE

\$75-199/month + \$99 setup fee

### All benefits of the Basic Plan plus:

Let our friendly receptionists become a part of your company's image and team. Our professional staff is ready to manage your calls with a personalized greeting, better call handling and flow, and active call screening with real-time status updates.

- **No more missed potential sales calls**

Studies show 9 of 10 people who call and get voicemail will go elsewhere. Phone Trees? Even worse! We "Live Answer" your company's calls, so you don't have to.

- **7 Out Of 10 Prospects who get a "live answer" wait for a callback**

Yes, live answer adds to your company's bottom line

- **Win-Win**

You are freed up and glad to have someone screening your calls; your clients are happy you have a live answer service!

- **Pay as you go** – no contracts - month to month!

- **Easy and quick** startup in a few hours

***\*This plan excludes using our address and receiving mail***

### Additional Reception Add On's:

- Additional Voicemail boxes accessed from anywhere
- Voicemail to email or transcribed messages
- Local Phone Number for your business



# COMBINATION PLAN

**\*\*BEST DEAL\*\***

## "I CAN HAVE IT ALL!" PLAN

### WHY HAVE TO CHOOSE?

**Get exactly what your business needs: a solid infrastructure to grow!**

**\$199/month /up to 100 calls (\$1.15 per call overage) + setup fee**

#### **All benefits of the previous plans plus:**

Let our friendly receptionists become a part of your company's image and team. Let our address be your address. Our professional staff is ready to manage your calls with a personalized greeting, better call handling and flow, and active call screening with real-time status updates.

- **Hourly Office Rentals**
- **Professional Address**
- **Mail/Package reception**
- **Virtual Telephone Reception**

**100% SOLID Business Infrastructure!**

# “Instant Executive”

## Full-Service Executive Office Rentals

Please come in for a tour  
Prices Vary - Call

### Avoid leases and expensive overhead

**Two locations:** **NE Journal Center:** 4801 Lang Ave NE STE 110 (Journal Center) or  
**Westside:** 6300 Riverside Plaza NW STE 100 (West Side)

Our offices are **full service** which means they come with all the amenities of the OA membership plus the following:

- Use of our prestigious offices and address as YOUR business' address
- Full time **Front Lobby staff** to greet your guests, sign for deliveries, and provide billable administrative services
- **Item drop-off** for your customers to pick-up at their convenience (for a small fee)
- Company name on the **suite directory**
- **High speed Internet** via data port as well as Wi-Fi
- Outgoing **Telephone line** with voicemail and Avaya multi-line handset
- Nightly **janitorial service**
- **All utilities** included
- Pay per go **Copying, Printing; Free Scanning, Faxing!**
- **Free parking and Free Coffee Daily!**
- Use of **both** Office Alternatives locations for hourly rentals at a discounted rate

### All-Inclusive

### Prestigious Locations



# Seminar & Training Room Rentals

## TRAINING & BOARD ROOMS

Prices Vary - Call

- **Hold a Training or Seminar for Your Clients**
- **Hold your next Team Meeting, Planning Session, or Board Meeting**
- **Hold your Sales Kickoff or End of the Year Celebrations**

Hold your next event with us!

### **Services Available:** *(For a small fee)*

Private Coffee set-up

Bottled water/Soda

Snack Packages (individual size)

Light catering and lunch boxes

Projector rental

Flat Screen TV (free)

Copy, print, scan, outgoing fax services

Meeting signage

Administrative Support



***We even offer after-hours with advanced notice and an additional fee***

## Registered Agent LLC      \$99 a year or \$10 a month

- **Starting Up a New LLC? Protect your privacy!**

When you register your business on the NM Corporation website your personal information becomes public (name, home address) but if you come to OA and ask us to be your "Registered Agent" then you're protecting your personal information! ***\*Does not come with use of address or mail***





# EASY START UP

- ✓ Signed Agreement, New Member, & Documentation for US Postal Service (if appropriate)
- ✓ 2 Forms of ID including a Picture ID
- ✓ Recurring ACH (no charge) or Credit Card for recurring auto-pay (2.9% Fee)



## **Commitment Free**

Our member packages are **month-to-month**. No long-term contracts and one convenient invoice each month with all your services summarized. You will have full-time professional staff to utilize 8-5 daily.

**Ask us how our team can help your business become more successful today!**

## Are you a startup?

# Ask us about our "SmartStart" packages



[www.OfficeAlternatives.com](http://www.OfficeAlternatives.com)

505-796-9600

## Services Comparison by Benefits/features |

	LLC Agent	Basic	Virtual Mail Package	Virtual Telephone Reception Package	I can have it all combo package	Executive Suites onsite
<b>Online Portal, 1 monthly bill</b>	X	X	X	X	X	x
<b>Rent Hourly Meeting Space 2 locations at Member Rates</b>		X	X	X	X	X
<b>Receptionist onsite to Greet Clients</b>		X	X	X	X	X
<b>Access to Color Copying, Printing &amp; Scanning (fee)</b>		X	X	X	X	X
<b>Prestigious Business address (Does not include LLC Registered agent)</b>			X		X	X
<b>Mail &amp; Package receiving/pickup</b>			X		X	X
<b>Mail Forwarding (for fee)</b>			X		X	x
<b>10 Free Faxes/Scans per month</b>			X	X	X	X
<b>Local Business Telephone Number</b>			x	X	X	
<b>Business Calls answered by receptionist</b>				X	X	Can add on
<b>Privacy and Registered Agent on Secretary of State site</b>	x					