

EXECUTIVE SUITES PLANS

At Office Evolution, we offer premium office space. As an Office Evolution client, you'll have access to every location in our network. You can set up one location as your main office, but meet your clients in another part of town where it's more convenient for them.



Executive Suite Plans Starting at \$599* mo.

- 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 and Internet
- 24/7 Facility Access
- Digital Fax and Scan
- 1-12 Month Agreement Options Available
- Kitchen Access with Complimentary Coffee, Water and Tea

SET-UP FEES & DEPOSIT

- One-Time Set-Up Fee: \$199
- Security Deposit: Equivalent to One Month Rental Fee*

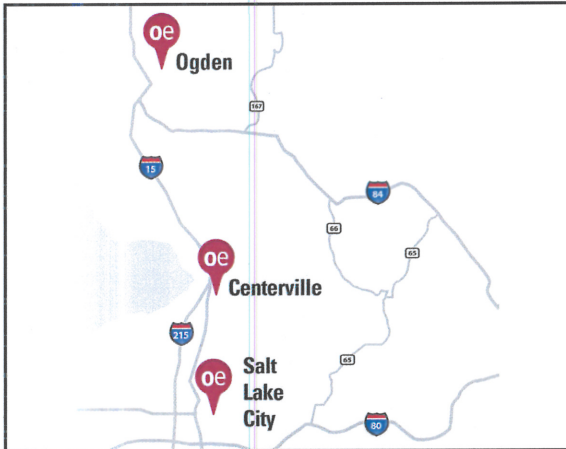
Get the Office Evolution Advantage

Each of our locations is staffed with professional front office staff to greet your guests upon arrival. All conference and training rooms are equipped with white boards and projectors.

*Pricing varies per location and is subject to availability
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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 \$50* / month
- Conference or Meeting Room Rental: *discounted* \$99 = \$150 worth
- Telephone Port: *on or off* \$50 / port
- Additional Phone Number or Voice Mailbox \$10* ea / month
- 800 Number: *plus applicable in-bound long distance* \$10* ea / month
- Phone Programming: *dial by name or number phone trees, 24 hour forwarding* \$10* ea / month
- 411 Listing \$10* ea / month
- Call Bridge (up to 6 lines) \$10* ea / month

Miscellaneous

- Mail Forwarding: *USPS / Fedex / UPS* 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
- Additional Furniture Varies
- Additional Telephone Handset \$25 per month
- Network Connectivity Varies

*required \$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

"Office Evolution provides an amazing level of personal service that goes above and beyond what you would ever expect. I have received numerous compliments on the phone answering and handling services. Additionally, my clients are always warmly greeted by the Office Evolution team. I would highly recommend Office Evolution to anyone looking for virtual and executive suite services."

Melissa Ballard | Professional Staffing Solutions