

EXECUTIVE SUITES PLANS

At Office Evolution, we offer premium office space all across the U.S. 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 \$700* mo.

- Unlimited 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
- Digital Fax
- 1-12 Month Leasing Options Available

SET-UP FEES & DEPOSIT

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

Get the Office Evolution Advantage

All Executive Suites are furnished and come with a business phone number, telephone handset, caller ID, voice mail box and a wired internet connection. At Office Evolution, we give you the freedom you need to create the business you've always wanted while living the life you've always desired.

**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.

The professionalism of the staff and convenient locations provide a perfect environment for meeting clients in a professional environment. Everyone is always greeted with a smile and a warm welcome. Office Evolution excels at customer service and consistently extends that courtesy to my clients!

~ Joan Rogliano
Broker & Owner,
Rogliano Real
Estate Group

Add-Ons

- Additional Employee \$50*
- Conference or Meeting Room Rental: *discounted* \$99 = \$150 worth
- Telephone Port: *on or off* \$50 / port
- Additional Phone Number or Voice Mail \$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, Prints or Faxes \$0.15 / page
- Administrative Support \$1 / min, \$5 minimum
- Notary and Document Witness Services \$1 / min, \$5 minimum
- Additional Furniture \$100 per month
- Additional Telephone Handset \$75 per month

**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

"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