

## EXECUTIVE SUITE PLAN



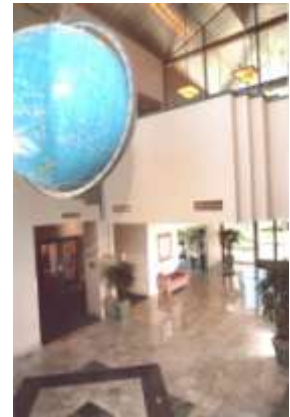
The Executive Suite Plan is for the executive that wishes to have a highly professional environment, keep overhead to a minimum and have the amenities of a traditional office space. **ViewPointe Executive Suites** consists of approximately 14,000 square feet divided into individual private offices ranging in size from 130 square feet. Lease rates vary from \$710.00 per month and we offer lease terms including 3 months, 6 months and one year.

Included in your monthly rent is the following:

- \*Prime location close to two major I-215 interchanges (Eastern and Windmill) and McCarran International Airport
- \*Sweeping views of the Valley (some offices with verandas).
- \*Live operator to answer your phones Monday thru Friday, 8am-5pm
- \*24 hour voice mail capability for easy message retrieval/phone transfer in evenings
- \*State of the art voice over IP (VOIP) phone system. One phone and one phone line with voice mail included with rental
- \*Pre-assigned phone numbers that can be connected **within 24 hours** to get your business under way! (Long distance calls are at an extra cost and will be billed monthly on your invoice).
- \*High speed T-1 internet access
- \*Five (5) complimentary uses per month in one of two conference rooms with advanced reservation not to exceed 5 hours total (\$15/use thereafter small; \$25/use thereafter large with a one hour maximum per use). – Audio/visual equipment available
- \*Signage on Suite and outdoor reader board (circulates your name and number 24/7)
- \*Key-card entry with 24 hour/7 day per week access to your suite.
- \*On-premises Notary Public
- \*Complimentary Coffee for you and your clients
- \*Utilities and janitorial services paid
- \*Convenient on-site management

Available services at an **added** charge:

- \*Secretarial service as follows:
  - \$25/hour for general secretarial
  - \$35/hour for desktop publishing, spreadsheets, flyers, etc.
- \*Computer document scanning available (10¢ per page scanning only; any updates or changes at an added charge; tenant must provide disk).
- \*Extra phone instrument at \$50.00 per phone per month
- \*Copy machine usage at 11¢ per copy for black and white and 25¢ per copy for color. (all sizes).
- \*Incoming and outgoing facsimile usage at a cost of 75¢ per page.
- \*Extra phone lines at a cost of \$50.00 per line per month
- \*Long distance (15¢ per minute domestic; we cover access fees and taxes)
- \*Computer Kiosk available
- \*Business Center including real estate resources and Internet access
- \*Postage (mail forwarding) at cost plus 20%.
- \*Covered parking at \$50 per month



If you do not wish to use some of the added services, you are welcome to provide your own fax machine and copier. Our offices are **unfurnished**, but we can provide information on rental furniture. Your initial investment for an executive suite would be one month's rent plus security deposit (equal to one month's rent), expense deposit for \$250.00, a telephone installation charge of \$150.00 as well as the cost of any extra phone lines or instruments. We also require a rental application (credit check) fee of \$40.

\* **Be sure to check our Web page at <http://www.viewpointecenter.com>**

