

Full-Time Amenities & Services

Included In Monthly Rate

- Private executive office
- High-speed wireless and/or ethernet connection
- 24/7 Building & Suite access
- On-site management
- Fully-appointed reception area
- Kitchen and on-site daycare
- Professional and customized receptionist service
Hours: Monday-Friday: 8:30am- 5:00pm
(Excluding holidays)
- Call screening & patching to the number(s) of your choice.
- Utilities & Office Maintenance
- Incoming/Outgoing mail processing; package receipt
- Lobby listing
- Distinctively appointed shared conference room including:
A/V equipment
Internet
Whiteboard

**Ideal for large meetings, video-conferencing,
or small groups.*

A la Carte Services

- Outgoing mail processing postage + 20%
- High-Speed Copier (bulk discounts apply)
- Black & White copies \$0.15/page
- Facsimile service (if using Capstone's machine)
Outgoing-Local & Long-distance (Free).
Incoming: \$0.15/pg
- *Please see us for costs of outgoing international facsimilies

Additional Standard Services

- Digital multi-line telephone with enhanced features including voice-mail
\$75/month
- Local calling & Long-distance (domestic) included
- Private fax/modem line (optional)
\$65/month
- Internet connection \$95/ additional dedicated connection

Professional Business Services

Administrative Support Services

- *(assessed in 15-minute increments)* *\$26/hour*
- *Photocopying*
- *Bulk Mailings*
- *Faxing*
- *Document Scanning*

Business Marketing

Graphic Design

- (assessed in 15-minute increments)* *\$39/hour*
- Business brand management*
- Business card design*
- Letterhead/stationary design*
- Flyer, brochure, and ad design*
- Powerpoint Presentations*

Web Design

- (assessed in 15-minute increments)* *\$49/hour*
- Existing site maintenance and revisions*
- CMS installations and updates*
- Site hosting migrations*
- Search engine optimization*
- Consultation Services*

Miscellaneous Services

- Office supplies (in-house or next day delivery) discount on select items*
- Video Conferencing- See Manager*

One-Time Installation Fees

- Telephone equipment & lines* *\$150/phone*
 - Internet connection* *\$60 + additional dedicated connection*
 - Fax/Modem line* *\$50/line*
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