

Full-Time Office Program

Ready-to-use private offices that ✓ all the boxes for individuals or small teams. Our flexible terms help new and existing businesses meet their goals with short-term agreements ranging from one month to one year or more.

Full-Time Office Program Includes:

- ✓ Beautifully furnished private office, with flexible terms to fit every need
- ✓ 24/7 access to your office and the business center
- ✓ Internet: wifi and wired
- ✓ Easy access to on-site center managers and maintenance staff
- ✓ Cleaning, utilities, and janitorial services
- ✓ Ample free parking, covered and uncovered
- ✓ 50 pages of black & white printing, monthly
- ✓ Use of center address for your new or existing business
- ✓ Mail delivery daily to your office; email notifications of package deliveries
- ✓ Fully stocked kitchen offering coffee, tea, filtered water, snacks, and more
- ✓ Professional receptionist to greet your guests and offer a beverage
- ✓ Convenient on-site notary
- ✓ Welcoming reception area, spacious business lounges, and attractive outdoor waterside park
- ✓ Client-friendly rates on conference rooms, the training room, and day offices
- ✓ Monthly community & networking opportunities exclusive for clients
- ✓ Digital Deals discount program
- ✓ Seamless upgrades to larger space or traditional space within the Cummings Properties portfolio



Additional Services:

- **Professional services:** \$10/15 minutes (word processing, projects, copying, etc.)
- **Printing:** \$10/15 minutes, plus .15/black & white page; .99/color page
- **Mail forwarding:** \$10 flat fee/use, plus the cost of postage
- **Fax receiving and sending:** \$1/page
- **Meeting rooms:** client-friendly rates on conference rooms and the training room
- **Coffee set-up for meetings:** \$40 includes 16 cups of regular coffee, 16 cups of decaf coffee, tea, and filtered water
- **Catering:** arranged by our staff, 25% premium
- **Building directory:** one-time fee of \$50
- **Custom door sign:** one-time fee of \$10
- **Phone w/ local number and voicemail:** \$30/month
- **Call answering:** \$50/month
- **Call screening:** \$80/month

*Client prices listed
REV 5/23/19*