

Virtual Office Programs

Obtain a high-profile virtual office for a fraction of the cost. Look big, on short money! As your business grows, only Cummings can offer you a seamless transition from virtual office to coworking space to full-time traditional space, all from one company.

Mailbox

\$50/month

- Prominent business address
- Client-friendly rates on conference rooms, day offices, and training room
- Mail handling, sending, and receiving, plus email notifications of package delivery

Virtual Office

\$175/month

Includes everything above plus:

- Local phone number with 24/7 voice mailbox
- 16 hours/month of private, furnished office space

Virtual Office Premium

\$255/month

Includes everything above plus:

- Professional receptionist answering and handling your calls during normal business hours

Additional Services

- **General Services:** \$10/15 minutes (word processing, projects, copying, etc.)
- **Printing:** \$10/15 minutes, plus .15/black and white page; .99/color page
- **Mail forwarding:** \$10 flat fee/use, plus the cost of postage
- **Fax receiving and sending:** \$1/page
- **On-site notary:** no fee, by appointment
- **Coffee set-up for meetings:** \$40
Includes 16 cups of regular coffee, 16 cups of decaf coffee, hot water for tea, and filtered water
- **Catering:** arranged by our staff, 25% premium

Meeting Rooms at TradeCenter 128

Conference Rooms

- Large, seats 12: \$55/hour
- Medium, seats 10: \$50/hour
- Small, seats 8: \$45/hour

Training Room

- Seats 25: \$125/session, plus \$100 security deposit
- Session 1: 7:30 – 11:30 AM
- Session 2: 12:00 – 5:00 PM
- Session 3: 5:30 – 10:30 PM

Day Offices

- Furnished offices, wifi included: \$30/hour

**Client prices listed
REV 4/16/19*