

# 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 Properties 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

- **Professional 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 and 16 cups of decaf coffee, hot water for tea, and filtered water
- **Catering:** arranged by our staff, 25% premium

## Meeting Rooms

### Conference Rooms

- Large, seats 12: \$55/hour
- Medium, seats 10: \$50/hour (*Woburn only*)
- Small, seats 6-8: \$45/hour

### Training Room at TradeCenter 128

- Seats 25: \$125/session
  - Session 1: 7:30 AM – 12:30 PM
  - Session 2: 1:00 PM – 6:00 PM
  - Session 3: 6:30 PM – 11:30 PM

### Day Offices

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

*\*Client prices listed  
REV 12/19*