

Walk-In Services

Meeting Rooms

Included:

- Internet: wifi and wired
- Ample free parking, covered and uncovered
- Professional receptionist to greet your guests
- Flat-screen monitor, whiteboard, conference phone

Training Room at TradeCenter 128

Ideal for seminars, trainings, presentations, and large group meetings. Our flexible training room seats up to 20 people at tables, and more with available folding chairs.

- \$250/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

Conference Rooms

For your important meetings and presentations.

- Large, seats 12: \$65/hour
- Medium, seats 10: \$60/hour (*Woburn only*)
- Small, seats 6-8: \$55/hour

Day Offices

Beautifully furnished private offices available by the hour, day, or week, from 8 AM to 5 PM, Monday through Friday.

- \$35/hour

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
- **Fax receiving and sending:** \$1/page
- **On-site notary:** \$20, 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
- **Projector:** Available upon request (*Woburn only*)

