

INCLUDED SERVICES	Phone Answering \$69	Smart Office \$179
Business Mailing Address ¹		✓
Receive and Send Mail ²		✓
Receive Courier Packages (reasonable volume)		✓
Business Support Service Center	✓	✓
FedEx Shipping Services (10% discount from retail list pricing)	✓	✓
Company Phone Number with Directory Assistance	✓	✓
Private Voicemail Box with Remote Notification	✓	✓
Professional Phone Answering During Business Hours	✓	✓
50 Phone Answering Units ³	✓	✓
Receptionist (concierge service, greet visitors & reserve conference rooms)		✓
16 Hours of Smart Office Usage		✓
8 Hours of Lounge Usage During Business Hours		✓
Community Friday Morning Breakfast		✓
Shared Fax Number	✓	✓
Access to WiFi Network		✓
Preferred Rates for Conference Rooms		✓
<i>Setup Fees</i>	\$35	\$50

A refundable retainer, equal to one month's fixed charges, is required for all plans.

1. USPS requires all Mail Plans to be compliant with CMRA regulations.

2. Mail Forwarding is available for \$5 per occurrence, plus applicable postage.

3. Excess Answering Units shall be billed at \$0.48 per 30 second interval. Patching to cell phones, home offices, etc. subject to local and long distance fees.

ADDITIONAL SERVICES*	Monthly Cost	Setup Cost
Additional Voicemail Box with Remote Notification	\$10	\$15
Additional Phone Number(s)	\$17	\$25
Auto Attendant	\$20	\$40
Vfax (fax to email)	\$15	\$50
Lounge Usage, Coffee Service and Friday Breakfast (Client Only, No Guests)	\$40	
Guest Lounge Usage and Coffee Service (excluding Friday breakfast)	\$15	

**Additional services available that can be added to your Virtual Solutions Plan*