



PRICE LIST

BUSINESS SERVICES

Photocopy/Laser Printing/Scanning (Packages Available)	Per Page	0.12
Facsimiles (Packages Available)	Per Page	Cost of call plus 1.00
Photocopy Service*	Per Hour	35.00
Mail Processing (Outbound)		Postage + 20%
Word Processing*	Per Hour	35.00
Clerical Service*	Per Hour	35.00
Clerical Package (5 hours of clerical services)	Monthly	100.00
Word Processing Package (5 hours of word processing services)	Monthly	150.00
Messenger/Delivery (Local under two lbs)	Per Trip	15.00
Conference Catering (Includes Setup & Cleanup)		Cost + 50%
Coffee Service (Per Carafe - includes Setup & Cleanup)	Per Pot	14.00

* May be billed in 15 minute increments

EQUIPMENT

Video Conferencing (During Normal Business Hrs)	Per Hour	275.00
LCD Projector	Per 1/2 Day	185.00
LCD Projector	Per Day	250.00

CONFERENCE ROOM & DAY OFFICE RATES

Large Conference Room (12+ People)	Per Hour	100.00
Medium Conference Room (7-11 people)	Per Hour	75.00
Small Conference Room (3-4 pp*)	Per Hour	50.00
Day Office (private office)	Per Day	100.00
Day Workstation (cubicle or shared office)	Per DAY	75.00

Inquire withing for bulk rate pricing above 10 hours a month Per Month

*Where applicable