

Optional Service	One Time Charge	Monthly Charge
<b>Additional Employees</b>		
Remote Employee	\$10	\$10
Full Access Employee	\$30	\$30
<b>Add On Packages</b>		
100 Phone Calls (Monthly, use it or lose it)		\$80
20 hours of Conference Room Use (Monthly, use it or lose it)		\$200
<b>Reimbursable Items</b>		
Long Distance (out of state)	\$.03/min	
Long Distance (in state)	\$.06/min	
Long Distance (International)	varies	
B&W Copies/Print/Fax & All Scans	\$.10/page	
Color Copies/Prints	\$.50/page	
Postage & FedEx	Cost + 30%	
<b>Telecom/Tech Services</b>		
Tech Support	\$95/hour	
Port-On or Port-Off Telephone Number	\$50	
Expedited setup	\$30	
Forwarding: My Choice, After Hours, or Permanent	\$20	\$10
Additional Telephone, Digital Fax Number or Voice Mail Box	\$20	\$10
Dial By Name Directory (Spell the person's name to reach voicemail)	\$20	\$10
Dial By Number Directory (Press 1 for Sam, 2 for Janet, 3 for Sales...)	Free	Free
800 Number (plus applicable long distance - see above)	\$20	\$10
<b>Miscellaneous Services</b>		
411 or Telephone Directory Listing	\$50	\$5
Building Directory Listing (Where available & cost only applies to Virtual Tennants)	\$10	\$5
Administrative Services*	\$1/min	
Additional or Replacement Access Card or Mailbox	\$20	
<b>Dedicated Office Users Only</b>		
Additional Telephone Handset (Includes number and voicemail box)	\$20	\$20
Analog Modem or Fax Line (Includes phone number)	\$100	\$30
Fixed IP Address	\$100	\$30
Upgraded or Specialty Internet Access	\$100	\$30 for each addl. .5Mbps

*\*Administrative services include, but are not limited to, tasks that fall outside of normal reception services such as; checking mailboxes, sending faxes, programming changes and some notary services.*