



*Office Evolution makes a “big business image” affordable to small businesses. We have 9 locations throughout Colorado which provide several options for virtual offices, access to private day offices, and elegant conference rooms to meet with your clients.*

***Upgrades, Options & Add-Ons***

	<b>Recurring</b>	<b>One Time</b>
<b>Unlimited Phone Calls</b>	\$199/Month	\$20 Setup
<b>\$150 of Answered Phone Calls / Month</b>	\$99/Month	\$20 Setup
<b>\$150 of Additional Flex Space Use / Month</b>	\$99/Month	\$20 Setup
<b>Full Access Employee</b>	\$30/Month	\$20 Setup
<b>Remote Employee</b>	\$10/Month	\$20 Setup
<b>Special Phone and Voice Mail Programming</b>	\$10/Month	\$20 Setup
<b>Additional Phone Number, Voice Mail Box, or Mail Box</b>	\$10/Month	\$20 Setup
<b>800 Number</b>	\$25/Month (plus per minute call charges)	\$20 Setup
<b>Digital Fax</b>	\$10/Month	\$20 Setup
<b>Building Directory or 411 Listing</b>	\$5/Month	\$20 Setup
<b>Excess Mail</b> (more than 3 companies per account)	\$20/Month	\$20 Setup

***Miscellaneous Services***

	<b>As Incurred</b>
<b>B&amp;W Copies/Print/Fax</b>	\$.15/page
<b>Color Copies/Prints</b>	\$.75/page
<b>Postage &amp; Fed Ex</b>	cost + 30%
<b>Long Distance Calls (Domestic)</b>	\$.03/min to \$.06/min
<b>Long Distance Calls (International)</b>	<i>varies</i>
<b>Tech Support</b>	\$65/hour
<b>Notary and Document Witness Services</b>	\$1/min (\$5 minimum)
<b>Mail Forwarding</b>	\$5 + postage
<b>Administrative and Staff Time</b>	\$1/min
<b>Port-On or Port-Off Telephone Number</b>	\$50
<b>Additional or Replacement Access Card or Mailbox Key</b>	\$25