



VIRTUAL OFFICE PRICE SHEET

YOUR OFFICE, WHERE YOU NEED IT

Our virtual office solution gives you the flexibility you need to conduct your business at any of our full service locations. Easy and affordable, getting a virtual office with The Office Centers requires little start up and no long term commitment. Included in the pricing, we offer:

- Business identity at our physical address for any of our three full service locations at Merovan Center, The Point or Downtown Greenville
- Publishable phone number (toll free available)
- Receptionist answering in your company name, and forwarding to your location
- Voicemail
- UPS, FedEx, Airborne delivery and pick-up, plus daily courier to USPS
- Access to our professional copy/scan/fax/print business center
- Conference Room, Day Office, and Flex-Office privileges

We offer three price options for our services:

- **Tier 1: \$159 per month** Use of our Point location address, 8 hours of Conference Room use, and unlimited Flex-Office use.
- **Tier 2: \$225 per month** Use of our Point or Merovan location addresses, 16 hours of Conference Room or Day-Office use, and unlimited Flex-Office use.
- **Tier 3: \$275 per month** Use of our Downtown location address and 16 hours of conference room use or Day-Office use at any of our 3 locations.

All virtual office contracts are month-to-month with a 30 day notice. Virtual clients only have access to the facilities during business hours. Start up is easy! Call us at 800-805-0063 or email us at leasing@theofficesite.net to get started today!

THE OFFICE CENTER AT MEROVAN BUSINESS CENTER



	BUSINESS PASSPORT	BUSINESS PASSPORT +
Mail Address	✓	✓
Mail Collection	✓	✓
Local Telephone Number		✓
Voicemail		✓
Live Receptionist		✓
Call Forwarding		✓
Access to Location (8:30-5:00)	✓	✓
Coffee	✓	✓
Access to print/copy/scan/fax center	✓	✓
16 Hours Conference Room/Day Office Time		✓
Day Office Time*	✓	✓
Conference Room Time	✓	✓
One-time Setup	\$0.00	\$99.00
Monthly Total	\$99.00	\$225.00
	SELECT	SELECT

THE OFFICE CENTER AT THE POINT



	BUSINESS PASSPORT	BUSINESS PASSPORT +	BUSINESS PASSPORT ++
Mail Address	✓	✓	✓
Mail Collection	✓	✓	✓
Local Telephone Number		✓	✓
Voicemail		✓	✓
Live Receptionist		✓	✓
Call Forwarding		✓	✓
Access to Location (8:30-5:00)	✓	✓	✓
Coffee	✓	✓	✓
Access to print/copy/scan/fax center	✓	✓	✓
8 Hours Conference Room/Day Office Time		✓	
16 Hours Conference Room/Day Office Time			✓
Day Office Time	✓	✓	✓
Conference Room Time	✓	✓	✓
One-time Setup	\$0.00	\$99.00	\$99.00
Monthly Total	\$99.00	\$159.00	\$225.00
	SELECT	SELECT	SELECT

THE OFFICE CENTER DOWNTOWN



	BUSINESS PASSPORT	BUSINESS PASSPORT +
Mail Address	✓	✓
Mail Collection	✓	✓
Local Telephone Number		✓
Voicemail		✓
Live Receptionist		✓
Call Forwarding		✓
Access to Location (8:30-5:00)	✓	✓
Coffee	✓	✓
Access to print/copy/scan/fax center	✓	✓
16 Hours Conference Room/Day Office Time		✓
Day Office Time	✓	✓
Conference Room Time	✓	✓
One-time Setup	\$0.00	\$99.00
Monthly Total	\$159.00	\$275.00
	SELECT	SELECT