

AVAILABLE SUPPORT & SERVICES

Administrative Services	\$65/hr.
Administrative Services - Rush	\$95/hr.
Quick Assist - Simple Task	\$7.50
Mail Forwarding	\$10.50 +Postage

Call Answering	\$75
Call Screening	\$150

Black/White Copies	.05 pp
Color Copies	.20 pp
Scannings	.10 pp
Unlimited Scanning	\$25 monthly
Fax In/Out	\$1 pp
Shredding	\$5 per inch

Office Supplies	Inquire
Cold Beverages	Inquire

Computer lockers air conditioned room	\$25/month
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FILE STORAGE	Monthly
1st drawer	\$25
2nd drawer	\$20
3rd drawer	\$15
4th drawer +	\$10
Half Cabinet	\$40
Full Cabinet	\$75

TECHNICAL SUPPORT	Hourly
Internal Technician	\$150
Tier 1/Tier 2 Outside Vendor	\$185/\$270

VIRTUAL OFFICES	Monthly
Mail	\$90
Mail/Phone	\$175
Premium	\$275

Outside technical support - 30 minute increments
Workspace Support - 15 minute increments