

Services

Administrative Services	65/hour
Administrative - Rush	95/hour
Quick Assist - Simple Task	7.50
Mail Forwarding	10.50 +Postage
Black/White Copies	.05/page
Color Copies	.20/page
Scanning	.10/page
Unlimited Scanning	25 monthly
Fax In/Out	1 per page
Shredding	5 per inch
Office Supplies	Inquire
Cold Beverages	Inquire
Catering	Inquire
Computer room lockers	25/month
FILE STORAGE	Monthly
1st drawer	25
Half Cabinet	40
Full Cabinet	75
TECHNICAL SUPPORT	Hourly
Internal Technician	150
Tier 1/Tier 2 Vendor	185/270
VIRTUAL OFFICES	Monthly
Address, no mail	50
Address with Mail	90
Telephone Profile	35
Virtual Office	325
MAIL MANAGEMENT	Rate
Forwarding	10.50 +postage
Scanning	.50/page +1
Shredding	.15/page