

**PLAZA
SUITES**
EXECUTIVE SUITE SERVICES
Monthly Rates

Executive Suite (Subject to availability)

- Includes:**
- Prestigious business address
 - Professional reception services
 - Digital telephone system including:
 - ☞ One multiple line desk set with memory dialing
 - ☞ Conference call capability
 - ☞ Voice mail accessible 24/7
 - ☞ Personalized call answering services
 - ☞ Call forwarding (toll charges additional)
 - High Speed DSL Internet Access
 - Mail and package handling (up to 20 lbs.)
 - Access to copy, fax and use of postage machines
 - Conference room use or temporary office use at all locations
 - Elegantly appointed lobbies and reception areas
 - CAT-5 network connectivity
 - Fully furnished
 - Janitorial services
 - All utilities
 - Fully applanced kitchen facilities
 - Gourmet coffee and beverage service
 - 24/7 building access
 - One parking space per office**

Long distance and domestic rate for voice or fax	\$ 0.12/minute
Local rate for voice and fax	0.05/minute
International rates	See posting for current pricing
Full Bandwidth T-1 Telephone Line (additional telephone line)	\$ 35.00
Analog Phone Line for Fax Machine	\$ 35.00
DirectTV (Connection subject to availability)	
CNBC Only	\$ 35.00
All Channels	\$ 65.00
Television rental	
Flat Screen Plasma or LCD	\$ 45.00
Conventional 13" color	\$ 20.00
VCR or DVD player rental	\$ 20.00
Hewlett Packard fax/copy/printer/scanner rental	\$ 25.00 + supplies
Computer Rental	Current pricing upon request
Additional Parking Space	Current pricing upon request



Conference Room Rental over and above allotted hours (This pricing available only to Executive Suite Clients)

	1207 Delaware	534 Delaware	70 Niagara	651 Delaware
Public Meeting Area (No reservation needed)	No Charge	No Charge	No Charge	No Charge
Small Conference Room/Office (Seats 3)	\$15.00/hr	\$15.00/hr	\$15.00/hr	\$15.00/hr
Large Conference Room (Seats 12+)	\$45.00/hr	\$45.00/hr	\$45.00/hr	N/A
Large Conference Room (Seats 8)	-	-	-	\$35.00/hr

Notary Service	\$ 2.00 per signature
Administrative Support	\$ 24.00 per hour (<i>charged at 15 minute units</i>)
File Cabinet storage	\$ 15.00 per month (<i>four drawer cabinet located within the building</i>)
Copies	\$ 0.10 each (<i>1-1000/month</i>); \$ 0.08 (<i>1001-2000/month</i>); \$0.05 (<i>2000+</i>)
Assisted copying	(Copy pricing plus administrative support charge as listed above)
Shipping	Cost + 20% (<i>Pieces sent via UPS, FedEx, DHL, USPS Priority, etc.</i>)
Messenger Service	Cost + 20% (<i>Pieces sent via UPS, FedEx, DHL, USPS Priority, etc.</i>)
Catering	Cost + 20% (<i>Includes arrangement, set-up and breakdown</i>)
Binding	\$ 5.00
Computer repair	\$ 90.00/hr (<i>Service performed by ALT Systems by appointment</i>)
Digital Scanning	\$ 2.00 per page
Office Supplies	Cost + 20%
LCD Projector	\$ 145.00/per half-day (<i>For use with Power Point presentations, or video</i>)
Basic Meeting Set-up	\$ 20.00 (<i>For set-up of coffee, tea, water, etc</i>)
Fax	Incoming \$ 0.75/first page \$ 0.25/each additional page Outgoing \$ 0.75/first page \$ 0.25/each additional page plus toll charges
Postage	Invoiced at par (no additional charge) Postage label strips \$ 0.15 each Metering 1-100 pieces/month at no charge Metering 100+ pieces/month \$ 0.03 each

All prices quoted are monthly except as shown. All rentals are subject to availability. Conference rooms will often hold more people using side chairs. Executive suites are quoted with a two-year lease (shorter terms are slightly more, longer terms are slightly less). All pricing subject to change without notice. Any pricing within lease (if lower) supercedes above prices. Pricing effective January 2007.

*** Parking not included at 70 Niagara*