

Encore Offices Monthly Service Plans

Virtual Office

Prestigious business address, personalized telephone answering with voicemail, combined with the support of a professional receptionist to greet your visitors, receive your mail and schedule up to 2 hours of conference room time. \$250.00/month

Phone Service

Personalized telephone answering with voice mail and access to business service center. \$150.00/month

Mail Service

Prestigious business address including mail receipt, package delivery and access to business service center. \$95.00/month

Telecommunication Services Monthly

Client phone service package

Includes state-of-the-art equipment with 2 business lines, voice mail and high-speed internet service. \$200.00/month

Call answering

Professional personalized call answering by our receptionist. \$50.00/month

Call screening

Answering and announcing your calls so you can decide which ones to take. \$75.00/month

Call patching

Transfer calls to wherever you are located. \$25.00/person

Conference Facilities

Board room

Seats up to 16 people, high-speed internet, Smart Board, and catering available. \$50.00/hour

Small conference room

Seats up to 8 people, 46" flat-screen TV, high-speed internet and catering available. \$25.00/hour

Private office

Seats up to 3 people, Telecommunications and high-speed internet. \$15.00/hour

Now and Zen room

Relaxing water feature, music, select reading to reenergize your day. \$15.00/hour

Additional Services

Administrative services	\$30.00/hour 5 min. increments \$2.50
Keyboard services	\$30.00/hour 15 min. increments \$7.50
Graphic arts	\$50.00/hour 30 min. increments \$25.00
Business consulting	\$150.00/hour 30 min. increments \$75.00
IT consulting	\$90.00/hour 30 min. increments \$45.00
Copying and printing	\$.15 black & white \$.99 color Ask about our volume discounts.
Document scanning	\$.50/page

À la Carte Monthly Services

Multi-line phone w/voice mail	\$100.00/person
High speed Internet access	\$75.00/person
Additional voicemail boxes	\$30.00/person
Fax line	\$50.00/person
Access card	\$25.00/person
Furniture (pedestal desk, executive chair, 2 side chairs)	\$125.00/person