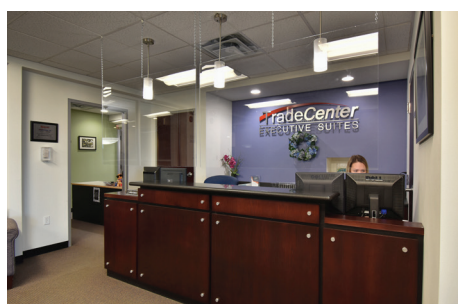


Full-Time Office Program



Ready-to-use private offices that ✓ all the boxes for individuals or small teams. Our flexible terms help new and established businesses meet their goals with short-term agreements.

- ✓ Beautifully furnished private office, with flexible terms to fit every need
- ✓ Professional receptionist to greet your guests
- ✓ Fully stocked kitchen offering coffee, tea, filtered water, snacks, and more
- ✓ 24/7 access to your office and the business center
- ✓ Internet: wifi and wired
- ✓ Ample free parking, covered and uncovered
- ✓ Cleaning services and utilities
- ✓ Convenient on-site notary
- ✓ Use of center address for your business
- ✓ Mail delivery daily to your office; email notifications of package deliveries
- ✓ Client-friendly rates on conference rooms, training room, and day offices
- ✓ Seamless upgrades to larger space or traditional space within the Cummings Properties portfolio





Additional Services:

- **Professional services:** \$10/15 minutes (word processing, projects, copying, etc.)
- **Printing:** \$10/15 minutes, plus .15/black & white page; .99/color page
- **Mail forwarding:** \$10 flat fee/use, plus the cost of postage
- **Fax receiving and sending:** \$1/page
- **Meeting rooms:** client-friendly rates on conference rooms and the training room
- **Building directory:** one-time fee of \$50
- **Custom door sign:** one-time fee of \$10
- **Phone w/ local number and voicemail:** \$30/month
- **Call answering only:** \$50/month
- **Call answering and screening:** \$80/month
- **Dedicated fax line:** \$30/month

Two convenient locations:



- **Woburn:** TradeCenter 128



- **Beverly:** Cummings Center