

VIRTUAL OFFICE

Cummings
EXECUTIVE SUITES

Virtual Office Programs Include:

All of the Virtual office products provide clients with the presence of a high-profile office at a fraction of the cost.

- Virtual Office
- Mailbox Program
- Virtual Office Premium
- Telephone Answering Program

(Program descriptions and pricing on back.)

Features:

- Prestigious business address
- Mail handling (sending and receiving)
- Office supplies and courier service
- Overnight package signing and sending
- Access to our administrative support
- Access to ready-to-use offices and conference rooms
- Private telephone number and voicemail box with 24-hour access
- Use of our local fax number: we can gather and re-send your faxes to you, wherever you are
- Beautifully appointed reception area with a receptionist to greet your guests.



Woburn: 781-933-3335 Beverly: 978-922-3335

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Mailbox

Would you like a prestigious business address without paying the cost for an office? How about a receptionist to take care of mail and to sign for overnight packages? With the Mailbox Program, clients use the address of the executive suite as their own. Your mail is received at the suite and held for pick-up or forwarded to another location. Additionally, Mailbox Program clients have access to all business services provided at the suite on an as-needed basis.

Included in the Mailbox Program:

- Prestigious business address for mail receipt and overnight package delivery
- Access to business support service on an as-needed basis
- Access to our conference rooms and private offices on an as needed basis

Virtual Office

To enjoy the benefits of a business presence in the prestigious TradeCenter 128 landmark building, without the full-time office costs, try the Virtual Office Program.

Included in the Virtual Office Program:

- Prestigious business address and local telephone number
- 24/7 access to your private voicemail box
- Access to business support services on an as-needed basis
- Access to conference rooms and private offices on an as needed basis (16 hours each month in a private, furnished office included)

Pricing

| Program | 12 Months (monthly rate) | 3 Months (monthly rate) | Set Up (one-time fee) |
|------------------------|-----------------------------|---|--------------------------|
| Mailbox Program | \$75 | \$125 | \$49 |
| Telephone Answering | \$110 | \$175 | \$99 |
| Virtual Office | \$175 | \$250 (16 hours of private office time) | \$99 |
| Virtual Office Premium | \$300 | \$375 (40 hours of private office time) | \$99 |

Telephone Answering

Premium phone services are available to keep our clients connected to their callers through screening, call forwarding and call patching. Additionally, Telephone Answering clients have client access to all of the services of the suite and its staff.

Included in the Telephone Answering Program:

- 24-hour remote access to voicemail
- Access to conference rooms and private offices
- Access to additional premium call answering service
- A professional receptionist answering client calls
- Dedicated local telephone number and voicemail box

Virtual Office Premium

The Virtual Office Premium Program is designed for clients who needs just a little more time in the office. The Virtual Office Premium Program is exactly the same as the Virtual Office Program with one exception: this program provides 40 hours each month in a private, furnished office (instead of 16 hours a month).

