

ADDITIONAL SERVICES

TradeCenter
EXECUTIVE SUITES
400 TradeCenter, Suite 5900

CenturySuites
EXECUTIVE OFFICES
100 TradeCenter, Suite G-700



Fully Managed Telephone System, Telephone Number and Telephone Lines

- Voicemail with 24/7 remote access
- Complete maintenance of telephone equipment and phone lines
- Digital PBX system that can route your calls wherever you choose to work
- Two business lines with a private telephone number: a personal direct line and a rollover line so you never miss a call
- \$135/ month per person (additional voicemail boxes are \$25 each)

Kitchen Amenities

- Fully stocked kitchen with microwave, refrigerator, filtered water and hot beverages
- \$15/ month per person

Wireless Internet Connection

- Included

Unlimited local/long distance (continental US)

- Included

Main Business Line with Call Answering

- Professional receptionist answers your company's main telephone number to your personal specifications and transfers the call to you
- \$50 for first person (\$20 for each additional person)

Telephone Call Screening

- Professional receptionist answers your calls to your personal specification and collects caller's name and company name before announcing the call to you, so you can decide to take the call or have it transferred to your voicemail box
- \$80 for first person (\$35 for each additional person)

Specialized Call Handling Service (Patching)

- Seamlessly and swiftly have your calls transferred to you anywhere in the world
- \$25/ month per person

Copying and Printing (per page price)

- Use our printing and copying equipment as your own: network directly to it from your office or just stroll down the hall when you need to make a copy or require assistance from a staff member
- \$.15 per page (up to 500 black and white copies) or \$.99 per page for color (up to 500 pages)

(Larger projects can be priced individually)

Fax Line

- \$30/ month

Administrative, Keyboarding, and Secretarial Support

- From standard word processing, filing and more, our support staff is available on an as-needed basis
- \$6 per 10-minute increment
- Sending and receiving faxes: \$1/ page

Private Office

- TradeCenter Executive Suites can provide you with a private, fully furnished office on an hourly, half-day or full-day basis
- \$15/ hour; \$50/ half-day (4 hours); \$100/ full-day (8 hours)

Conference Room

- For important meetings and presentations our fully furnished conference room seats up to 12 people and is available to clients on an as-needed basis
- \$25/ hour; \$90/ half-day (4 hours); \$180/ full-day (8 hours)
- Coffee Set-up \$15 per set-up

Training Room

- When you need a larger space for training or seminars, use our state-of-the art training room
- \$140/ half-day (4 hours); \$260/ full-day (8 hours)
- Catering can be arranged through our on-site preferred vendor

781-933-3335

TradeCenterSuites.com