

Conventional Office vs. Executive Suite Office

See the Difference in Features

Feature	Conventional Office	Executive Suite Office
Initial Start-Up Costs	High	Low – see Cost Chart below
Monthly Costs	High	Low – see Cost Chart below
Available Meeting Rooms	One – space you pay for, even if you don't use it frequently	Seven – seat up to 25, furnished and A/V equipped, two locations
Kitchen/Lounge Area	Maybe, usually limited space, you usually equip it and maintain it	Yes – fully equipped, we maintain it and supply it
Length of Commitment	Typically 2–5 years	Flexible – Your choice from 3 to 12 months
Flexibility to Downsize/Expand	None or limited	Very flexible – add offices as you grow, downsize with ease
Availability	Wait 1-3 months for improvements	Move in today
Receptionist/Secretary	You hire and manage, usually must provide minimum # of hours	Available as needed – we hire and manage, you only pay for the time you really need
Office Equipment	You research and manage all equipment – phones, internet, copiers, postage meter, fax machine, etc.	Already in place and available as you need them – no time on your part to research or manage them

See the Difference in Costs

500 sq. ft. Conventional Rented Office vs. Executive Suite Office

Feature	Conventional Office	Executive Suite Office
Monthly Fee	\$500 (500 sq. ft. x \$12NNN per year) divided by 12 months	\$695* (1,130 sq. ft. for 130 sq. ft. window office + 1,000 sq. ft. of furnished meeting rooms, lobby, and kitchen areas)
Monthly Building Maintenance (part of conventional space rent)	\$208 (500 sq. ft. x \$5)/12 months	\$0
Phone & Internet Service	\$125 (estimated – phone and fax lines, high-speed internet)	\$0 (\$25/mo. if private fax line needed, all other phone/internet included.)
Receptionist/Assistant (salary and benefits)	\$1,250/ mo. for part-time; \$2,500/mo. full-time	\$0 for Included Receptionist Secretarial service also available by the hour
Furniture	\$0 (part of start-up costs)	\$0 (optional \$100/mo. for rental)
Copier lease/maintenance	\$150 (usually requires 3-5 yr. lease)	\$0 (pay by the copy IF you need copies)
Kitchen Supplies (coffee, paper goods)	\$35 (plus your time to buy and manage)	\$0 (unlimited coffee and tea included)
Total Monthly:	\$2,268 (\$1,018 without receptionist)	\$695*
Security Deposits	\$1,416 (usually first and last month's rent and building maintenance costs)	\$300
Other Start-Up Costs (furniture, phone & fax equipment, installation fees, tenant finish, kitchen equipment, etc.)	\$2,000 or more	\$150 set up fee + furniture
Total Start-Up Costs:	\$3,416 or more	\$450 + furniture (if you purchase your own and don't rent)

*Less expensive offices are available starting at \$595/mo. Your total monthly cost will vary depending on options you select.