

## Virtual Offices

A virtual office has all the advantages of a full-time office without the dedicated private office. You can get a business mailing address with package signing and pick-up/drop-off services; a local phone number and voicemail box; a receptionist to answer your calls and forward them to you wherever you are; an impressive, professional atmosphere where you can meet with clients; and an office to use when you just need a quiet spot to work for an hour or two.

With our flexible **MONTH-TO-MONTH** plans, you choose the services you need and the plan that works best for you.

Mail Only and Meeting Space Only Plans				
Features	Mail Services Plan	10-Hr. Meeting Room Plan	20-Hr. Meeting Room Plan	30-Hr. Meeting Room Plan
Business Address and Fax Number	Yes	No	No	No
Mail and Package Receiving	Yes	No	No	No
FedEx/UPS Receiving with email notification	Yes	No	No	No
Item Pick-Up and Drop Off with email notification	Yes	No	No	No
iVirtual Office Mail Digital Mailbox Service*	Yes	No	No	No
Meeting Room Hours Included per month**	0	10**	20**	30**
<b>Monthly Cost</b>	<b>\$59</b>	<b>\$99</b> (\$9.90/hour)	<b>\$189</b> (\$9.45/hour)	<b>\$279</b> (\$9.30/hour)

Phone Only and Combination Plans					
Features	Phone Basics Plan	Phone Live-Answer Starter Plan	Mail & Live-Answer Plan	Professional Combination Plan	Executive Combination Plan
Local Business Phone Number	Yes	Yes	Yes	Yes	Yes
Unlimited Calls Forwarded to Cell or Voicemail (no live-answer)	Yes	No	No	No	No
Professional Live Call Answering (calls included per month)†	0	35†	70†	70†	105†
Customized Voice Mail Box with 24/7 Remote Access	Yes	Yes	Yes	Yes	Yes
Follow-Me-Anywhere Live Call Forwarding	No	Yes	Yes	Yes	Yes
Meeting Room Hours Included per Month**	0	0	0	10**	20**
Business Address/FedEx & UPS Receiving/Pick-Up & Drop-Off	No	No	Yes	Yes	Yes
Mail and Package Receiving	No	No	Yes	Yes	Yes
iVirtual Office Mail Digital Mailbox Service*	No	No	Yes	Yes	Yes
<b>Monthly Cost</b>	<b>\$35</b>	<b>\$79</b>	<b>\$149</b>	<b>\$239</b>	<b>\$339</b>

**Set-Up Fees:** Mail Only and Meeting Space Only Plans: \$25 All Others: \$45

Prices Effective April 1, 2016

All plans with a mailbox must provide a \$50 refundable security deposit

\*Includes email notification when regular mail is received, a digital mailbox, free phone app, ability to see photo of mail received, ability to request additional services such as scanning (extra fees apply).

\*\*Can be used in Fort Collins or Loveland location. One hour in 4-Person Meeting Room, Day Office, or Counseling Office uses one hour of plan time. One hour in Board Room uses 2 hours of plan time. One hour in Training Room uses 3 hours of plan time. Meeting room hours do not "roll over."

†Calls over those included in the package are charged at 75¢ per call. **Add 35 additional calls to any Live-Answer plan for just \$20 per month.**

All agreements are month-to-month with payment due in advance on the first of each month.

**Packages can be combined. Custom packages can be created.**