

Virtual Offices

Enjoy the advantages of a full-time office without the high cost of a dedicated private space or all the start-up costs. With a virtual office you can get:

- a business mailing address that's not a PO box
- a great place for meetings
- a quiet spot to work
- a local phone number
- live call answering by a professional receptionist

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

Virtual Plan Options					
Services	Mailing Address Plan	Meeting Room Plan***	Live-Answer Plan	Mail & Live-Answer Plan	Virtual Executive Plan
Business Address and Fax Number	✓			✓	✓
Mail and Package Receiving	✓			✓	✓
FedEx/UPS Receiving with email notification	✓			✓	✓
Item Pick-Up and Drop Off with email notification	✓			✓	✓
Digital Mailbox Service (check your mail anywhere)*	✓			✓	✓
Onsite WiFi Access	✓	✓	✓	✓	✓
Onsite Printing/Scanning/Faxing**	✓	✓	✓	✓	✓
Meeting Room Hours Included Monthly***	0	10	0	0	10
Local Business Phone Number			✓	✓	✓
Professional Live Call Answering (calls included per month)†			75	75	75
Customized Voice Mail Box with 24/7 Remote Access			✓	✓	✓
Follow-Me-Anywhere Live Call Forwarding			✓	✓	✓
24/7 Building Access					✓
Monthly Cost	\$69	\$149	\$129	\$179	\$325
One-Time Set-Up Fee	\$59	\$59	\$99	\$99	\$99

Prices Effective November 1, 2021

✓ = item included with plan. **Blank box** = item not included with the plan. **Numbers** = quantity of the item included with plan.

Security Deposit: Plans with a business address require 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.

**Additional, per use charges 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." 20-hour plan available for \$289 per month. **Hourly room rates are \$18 for small rooms, \$30 for "board" rooms, and \$50 for the training room.**

†Calls over those included in the package are charged at 75¢ per call. Add 25 additional calls to any Live-Answer plan for just \$15 per month.

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

Custom packages can be created.