

SERVICES FOR OUTSIDE PARTIES

Here to Support Your Business

Executive Suites now extends our vast array of services to outside parties. We are ready and willing to help you with any of your office needs.

Located in the heart of downtown Duluth, Executive Suites is a shared office environment designed to support many different business needs. From something as simple as running copies to helping you meet the most important deadlines, Executive Suites welcomes the opportunity to assist you.

Please take time to review Executive Suites services to see how we can be of assistance to your business needs.

Fees

Photocopying

Service or Individual **\$0.10**
 \$1.00 ea Color

Mail

Outgoing **Standard Rate**
Individual Postage **+10% Handling**

Shipping Service

Fed Ex and UPS **Standard Rate**
supplies available **+10% Handling**

Notary/Witnessing

\$1/per
Signature

Secretarial Services \$18/hr

*Including but not limited to -

Word Processing
Transcription
Data Entry
Scan/E-mail
Document Shredding

Facsimile

Outgoing
-Long Distance (Based on current rate)

Conference Rooms

\$30/hr

We have six separate conference rooms available for rent with seating for up to 22. Please see the conference room online brochure for more details or contact Executive Suites Front Desk. To make reservations, simply visit our web-site at www.alproperties.com. Once there, click on **Executive Suites** and then click on **RENT A CONFERENCE ROOM**. You will then be able to check availability of conference rooms, schedule and cancel meeting times, and also make payment arrangements.

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