

# FOR OUR TENANTS

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.

Our goal is to assist our tenants by offering the best possible service in a professional, courteous and timely manner with the least amount of interruption in your day to day business activity.

Service is tracked and billed on a monthly basis.

If utilized, tenants will find the following charges on their monthly invoice: phone lines, long distance, postage, service fees, copies, conference room use, internet fees etc.

## Services and Fees

### Secretarial Services

**\$18.00 per hour**

Including but not limited to:

Word Processing  
Transcription  
Data Entry  
Scan/Email  
Document Shredding

### Photocopying

Service or individual

**0.10ea B/W**

**\$1.00ea Color**

### Mail

Incoming and Outgoing  
Individual Postage

**Standard Rate  
+ 10% Handling**

### Phone Lines

**\$40/per line  
\$15/voicemail features**

### Phone Rental

**\$15/ per month**

### Phone Purchase

**\$225/ new purchase  
\$150 /used (based on availability)**

\*Phones brought in by tenants must be analog.

### Shipping Service

Fed Ex and UPS  
supplies available

**Standard Rate +**

**10% Handling**

### Fax

Incoming  
Outgoing

**Free**

**Long Distance**

\*Long distance charges based on current rates

### Notary/Witnessing

MN Notary

**\$1.00 per**

**Signature**

### Conference Rooms

**\$20.00/hour**

### High Speed Internet

**\$50/per port  
\$25/per each additional connection**

\* One time set up fee of \$300.00, includes phone and internet connection

### Free Services

Answering of Phones  
Greeting of Guests  
Personal Mailbox  
Signing for Packages  
Sorting of Incoming Mail

**\* All Prices are Subject to Change**