



A La Carte Services

- Clerical Support Services and Word processing
- PowerPoint and Spreadsheet (Excel) Presentation
- Facsimile Services
- Postal Services USPS (FedEx, UPS, DHL)
- Use of business address and mail sorting for additional company name
- Incoming package storage
- Second Voicemail box
- Overhead projector
- Color Printing and Scanning
- B/W copies
- Office Supplies
- Internet Connection in Conference Room
- Set up and Training for Video Conferencing
- Additional Conference room usage (4 hours/wk included)*
- Second person in office
- Additional phone line (one time Charge)
- Notary Service