



Exhibit "A" – 2 of 2
Schedule of Fees for Premises and Services

Conference Room Rates:

Room:	Hour:	Half Day: 4 hr.	Full Day: 8 hr.
Day Office	\$10.00	\$35.00	\$70.00
Small Conference (seats 6)	\$20.00	\$50.00	\$100.00
Large Conference (seats 10)	\$30.00	\$75.00	\$150.00
Seminar Room (seats 40)	\$50.00	\$175.00	\$350.00

Laser Copier/Prints	Color	B&W
	\$0.15	\$0.07

Fax – Incoming	\$0.25 per Fax
Outgoing	\$0.25 for/up to every 5 pages per Fax

Scanning	FREE
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Communications/Internet:

Communications Package (includes: business line, handset, VM and Internet)	\$100/month
2 nd /additional Communications Package	\$90/month
Live Telephone Answering	\$50/month
Internet Only	\$50/month
OneVoice Virtual Extension	\$30/month
Additional Voicemail	\$25/month
Fax	\$30/month

Administrative Support:	\$7.50/per 15 min
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Postal and Courier Services:

USPS	Shipping rate + 15% fee
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Office Supplies:

Ream of paper	\$5.00/Letter - \$8.00/Legal
#10 envelope	\$0.10
Pad of paper	\$0.50/Sml - \$1.00/Lrg
Pen or Pencils	\$0.25

Other Services:

After Hours HVAC	\$20/hour (two (2) hour minimum.)
Lost Keys	\$30/FOB - \$15/key