

## Virtual Office Packages

There are no user fees or hidden extras. All contracts are month to month (with 30 day notice period to cancel)

|  | Basic Mail | Basic Mail PLUS | Basic Business Line & Voice Mail | Basic Business Line & Voice Mail PLUS | Silver     | Gold         |
|--|------------|-----------------|----------------------------------|---------------------------------------|------------|--------------|
|  | \$50       | \$75            | \$60                             | \$150                                 | \$175      | \$225        |
| Business Address   | ✓          | ✓               |                                  |                                       | ✓          | ✓            |
| Mailbox (M-F pickup)   | ✓          | ✓               |                                  |                                       | ✓          | ✓            |
| Mail Collection and Forwarding on Request                            |            | ✓               |                                  |                                       | ✓          | ✓            |
| Small package storage  |            | ✓               |                                  |                                       | ✓          | ✓            |
| Courier packages received and redirected                             |            | ✓               |                                  |                                       | ✓          | ✓            |
| Weekly email notification of mail, couriers, and packages on request |            | ✓               |                                  |                                       | ✓          | ✓            |
| Dedicated Vancouver phone number                                     |            |                 | ✓                                | ✓                                     | ✓          | ✓            |
| Dedicated phone numbers in other geographic areas                    |            |                 | ✓                                | ✓                                     | ✓          | ✓            |
| Voicemail to email service   |            |                 | ✓                                | ✓                                     | ✓          | ✓            |
| Personalized telephone reception service                             |            |                 |                                  | ✓                                     | ✓          | ✓            |
| Fax number   |            |                 |                                  |                                       | \$25/month | ✓            |
| Complementary guest reception service                                |            | ✓               |                                  | ✓                                     | ✓          | ✓            |
| Call transfers to cell phone, home office or any off site locations  |            |                 |                                  | \$50/month                            | \$50/month | ✓            |
| Call conferencing  |            |                 |                                  |                                       |            | ✓            |
| Meeting and Board Rooms at Preferred Rates                           |            | ✓               | ✓                                | ✓                                     | ✓          | 5 hrs/ month |
| Access to our Print Center and Admin Services                        |            |                 | ✓                                | ✓                                     | ✓          | ✓            |
| <b>Additional Services Available:</b>                                |            |                 |                                  |                                       |            |              |
| Lobby Directory Listing (One time start-up fee \$225.00)             |            | \$20/month      |                                  |                                       | \$20/month | Included     |
| Additional company names (mail to be held in the same mailbox)       | \$20/month | \$20/month      |                                  |                                       | \$20/month | \$20/month   |
| Daily email or voicemail notifications                               |            | \$25.00/month   |                                  |                                       | \$25/month | \$25/month   |