

## VIRTUAL OFFICE RATES

*For home-based businesses, cost-conscious professionals, entrepreneurs, consultants and freelancers.*

**Recurring Monthly Fee -- \$59.00—First & Last month's fee required at sign-up @ .....\$59.00 ea**

*- First month's fee may be prorated based on the sign-up date - ..... \$59.00*

**Admin Set-up Fee - - (1 time) ..... \$19.00**

**Mailbox Key Deposit - - (refundable unless lost) - *not applicable if choosing mail forwarding*..... \$25.00**

*Initial sign up fees ..... \$162.00*

**Includes use of....** \*515 Centerpoint Drive address with designated suite # , mailbox & key

\*Mail / package hold if necessary—24/7 access w/passcode

\*Optional mail forwarding - cost of postage + \$3.50 fee per forwarding event...

**PLEASE NOTE—Mail receipt has two options—designated mailbox OR mail forwarding—cannot do both.**

\*15% discount when booking Day Office or Meeting Space



**515 Centerpoint Drive, Middletown, CT 06457**



**Mail Lobby Entrance**



**Mail Lobby**



**Mail Lobby Mailboxes**