

**All timed assistance is billed in 6-minute increments, based on industry standards**

(70 wpm with no errors/interruptions, word/character count)

## **Administrative and Clerical Assistance**

**\$55.00/hour**

- Administrative Assistance
- Spreadsheets, Document conversion
- Resume Writing

## **Notary Services (On-Site)**

**\$5.00/per seal**

- **Travel Notary Services**

**\$35 Travel fee /15 Mile Radius/\$5 per seal**

## **Technology Services**

We offer a full stack of IT services for your business needs. We also offer assistance with set up and navigating the video conferencing software platforms that include (Zoom, Go To Meeting, WebEx, etc.)

Please call us at 205-795-3000 for a complete list of IT services.

- **Web Services**

**\$95.00/hour**

- Website design and maintenance
- SEO Marketing
- Data analytics
- Hosting Services (Monthly or Annual Pricing)
- Registering, transferring, or renewing domain names

- **Email Hosting & Management**

**\$95.00\*/hour**

- Hosting services provided for email accounts and forwarders
- \*Does not include cost of domain registration and / or domain hosting.*

## **Concierge Services:**

- Notification of receipt by email as requested **\$5.00/Notification**
- Weekly forwarding by USPS to designated address **\$5.00 + postage**
- Mail opened, scanned, and emailed **\$5.00/Activity plus scan fee**

\*Packages delivered by carrier services other than USPS will not be forwarded unless opened, inspected, and approved for shipping to another designated address.

**Copy/Scan Self-Services:**

- Black/white copies
  - 1-100 \$0.15 each
  - 101-499 \$0.12 each
  - 500+ \$0.08 each
- Color Copies \$0.59 each
- Scan to Email \$0.25 each

**Facsimile Services:**

- Private Fax Number:
  - Published DID \$39.00
  - eFax (up to 300 pages/month) \$25.00
- Publication of communal number \$19.00
- Self-Services: Send or Receive \$0.50/page
- Assisted:
  - Send or Receive \$2.50 / transmittal
  - Forward electronically \$2.50 / transmittal

**Postage and Delivery Services:**

- Postage Cost plus 25% up-charge
- Courier/Package Delivery:
  - Local \$49.75 / hour
  - UPS/Federal Express Cost plus + 25%

**Document Binding:**

- 1-100 pages \$5.00 / set
- 101+ \$7.50 / set

## Virtual Office Environment - Basic

Monthly Rate:

\$30.00

- Use of business address
- Mail Receipt: mail placed in private mailbox as received from USPS
- Access to Private Mailbox, Monday-Friday, 8:30 am to 5:00 pm

## Virtual Office Environment - Premium

Monthly Rate:

\$99.00

Bundled with other services:

\$75.00

- Use of business address
- Mail and Package Receipt
  - ❖ Mail is placed in personal mailbox for pick-up; or
  - ❖ Weekly forwarding by USPS to another designated address; or
  - ❖ Correspondence opened, scanned and emailed as requested (*additional charges apply*)
  - ❖ Packages delivered by carrier services other than USPS will not be forwarded unless opened, inspected and approved for shipping to another designated address (*additional charges apply*)

## Meeting Room/Day Offices

Hourly Rate: 1/2-hour increments:

\$39.00

Hourly Rate: 5 Hours or more :

\$30.00

- By appointment, hour/half-day/full day
- Full Receptionist services to greet and direct your guests
- Includes internet access
- Speaker phone/conference calls/white board
- White Board
- TV with DVD and computer monitor projection for presentations
- Coffee and water provided; *catered breaks/meals upon request*

## Concierge Services/Registered Agent

Concierge Services, *Monthly* : \$65.00  
Initiation Fee/Deposit: \$47.50

- **24/7 Access to Private Mailbox**
  - ❖ *Personal keycard for secured after-hours access to building*
  - ❖ *Individual keyed access to Suite 100*
- Act as registered agent for receipt of legal documents others than USPS
- **Forwarding Options:**
  - ❖ *USPS Mail placed in Private Mailbox for pick-up (included in Mailing Address Monthly Rate)*
  - ❖ *Notification of receipt by email as requested*
  - ❖ *Weekly forwarding by USPS to another designated address (postage charges additional)*
  - ❖ *Correspondence opened, scanned and emailed as requested*
  - ❖ *Packages delivered by carrier services other than USPS will not be forwarded unless opened, inspected and approved for shipping to another designated address (shipping charges apply)*

## Personalized Telephone Answering

Setup Fee: \$125.00 / One Time  
Main Number/First Person: \$265.00 / Month  
Each Additional Person: \$67.95 / Month

- **Main Number/First Person**
  - ❖ *Monday-Friday, 8:30 a.m.-5:00 p.m., excluding standard holidays*
  - ❖ *Unlimited incoming calls; patching and forwarding at no additional charge*
- **Additional People**
  - ❖ *Unlimited incoming calls; patching and forwarding at no additional charge*
  - ❖ *Automated Attendant established for after-hours direction or more than one person*