

EXECUTIVE OFFICES	Business Address	Hourly Conference Room Use	Hourly Private Office Use	Virtual Office	Private Office
Room capacity (per COVID guidelines)	N/A	1-4	1-2	1-2	2-3
Mail & package handling services	X	N/A	N/A	X	X
Professional business address	X	N/A	N/A	X	X
Administrative assistant to greet clients	N/A	X	X	X	X
Use of conference room	ADD-ON	X	X	X	X
Utilities included (except phone)	N/A	X	X	X	X
Fully furnished office	N/A	X	X	X	X
Business directory listings (interior & exterior signs)	X	N/A	N/A	X	X
24/7 access	N/A	N/A	N/A	N/A	X
Personalized phone answering	N/A	N/A	N/A	X	X
Set-up fee (credit check, directory signs)	X	N/A	N/A	X	X
Security deposit (returned 30 days after lease ends - minus deductions for damages)	N/A	N/A	N/A	X	X
Access to printers, scanner, copier, fax	ADD-ON	ADD-ON	ADD-ON	ADD-ON	ADD-ON