



MAXIMUM SUPPORT MINIMAL EXPENSE

Virtual Office Membership is a month-to-month agreement for services and support to fit your business. Choose a plan that works for you with freedom to cancel any time.

Our Facility offers the amenities needed to establish a professional presence in a prime downtown location without the high cost of maintaining a standalone office, including:

- High-speed fiber internet
- ADA conference and meeting rooms
- Private offices and workstations
- Complimentary coffee and tea
- Receptionist
- Locking mailbox rentals
- Copy/print/scan/fax equipment
- Secure document destruction
- Street level marketing options



Room to grow: easily upgrade your plan at any time and decrease your plan any time after 90 days at your existing level

Take your pick: reserve hours may be used toward any reservation type - meeting room, private office or workstation - at the same rate

Office Hub Plans

establish a functional local office for your business

Hot-Desk Plans

gain access to workspace and equipment during business hours

	150/m	225/m	500/m	160/m	216/m	480/m
Commercial mailing address	✓	✓	✓			
Waiting mail email alerts	✓	✓	✓			
Client message relay	✓	✓	✓			
Open, scan and email items	5 items	10 items	20 items			
Add'l mail/records per page	\$0.35 pp	\$0.28 pp	\$0.22 pp			
Discount on rentals	10%	10%	10%	10%	10%	10%
Monthly reserved hours (any type)	4 hr	8 hr	16 hr	16 hr	24 hr	60 hr
Physical office regulatory compliance			✓			
Annual audit/inspection assistance			✓			

Service of Process available under SOP agreement

Visit our website to learn more:
capitolcenteroffices.com

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