



PRICING AND SERVICES

Single Private Office **\$1400-\$1800/month**

Includes 2 internet & 2 telephone lines, personalized telephone answering & voicemail, 8 hours of meeting room use, incoming mail, package handling & more.

Double Private Office **\$2400-\$3200/month**

*Includes 2 internet and 2 telephone lines, personalized telephone answering & voicemail, 8 hours of meeting room use, incoming mail, package handling & more.
Larger suites available – rate upon request.*

Virtual Mail **\$95/month**

Includes a prestigious business address for mail receipt, package delivery & company name on main lobby directory.

Virtual Mail + Telephone **\$150/month**

In addition to the services offered in our Virtual Mail program, this program includes a personalized telephone number with call answering & voicemail.

Virtual Office **\$200/month**

In addition to the services offered in our Virtual Mail + Telephone program, this program includes 4 hours of meeting room or day suite use.

Virtual Office Plus **\$300/month**

In addition to the Virtual Office Program, this program includes 6 hours of meeting room or day suite use.

Meeting Rooms

Executive Centre Clients: \$40/additional hour
Park Plaza Building Tenants: \$65/hour
(Charges do not include Videoconferencing use
See Additional Services)

All rates and services are subject to change without notice.

20 Park Plaza, Boston, MA 02116
617-728-2757 • leasing@dlsaunders.com

ADDITIONAL SERVICES

Furniture Rental	Upon Request
Secretarial Services	\$40/hour
Postage	Actual cost + handling fee
Courier	Actual cost + handling fee
Express Mail	Actual cost + handling fee
Black & White Photocopies	\$0.15/page
Color Photocopies	\$0.30/page
Printing E-mails	\$0.15/page
Facsimile	\$0.50/page
Video Conferencing	\$100/hour
Extra Phone Line with Extension	\$100/month + one-time set up fee
Extra Internet Connection	\$100/month + one-time set up fee
Facsimile Line	\$30/month + one-time set up fee
Fitness Center	\$420/year per person or \$35/month
Catering Services	Actual cost + handling fee
Notary	\$10 per document

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