



## **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 8 hours of meeting room or day suite use.*

### **Dedicated Workstation**

**\$600/month**

*Includes 24/7 access to dedicated desk with privacy panels, high speed internet, 8 hours of meeting room use, gym membership to building fitness center, and access to all Park Plaza Executive Centre amenities.*

*All rates and services are subject to change without notice.*

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**20 Park Plaza, Boston, MA 02116**

**617-728-2757 • [leasing@dlsaunders.com](mailto:leasing@dlsaunders.com)** Rev. LC 1/19



## 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
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

### Meeting Rooms

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

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