

**Amata Office Centers
Program Service Pricing – Effective 07/01/2017**

Membership Programs

Co-working Access

Features:

1. **24/7 key card access to lounge areas and open workspaces**
2. **Complimentary access to building gym (in designated facilities only)**
3. 24 conference room credits
4. Prestigious business address with mail and package handling
5. Mail forwarding and scanning services (postage to forward mail additional)
6. Personalized call answering service for your company
7. Dedicated phone number; which includes voice messages sent to your e-mail
8. Call forwarding to designated number (unlimited changes included)
9. Setup of after-hours auto attendant
10. Availability of a personalized message playing while people are on hold.
11. Phone tree setup capabilities for multiple extensions (multiple extensions may incur additional costs)
12. Complimentary access to all Amata social and networking events
13. Discounted daily and monthly parking
14. All applicable taxes included

Monthly Investment: **\$403.00**

12-month investment: **\$354.00**/month

Virtual Access

Features:

1. Complimentary use of lounge and cafe work areas during normal business hours
2. 24 conference room credits
3. Prestigious business address with mail and package handling
4. Mail forwarding and scanning services (postage to forward mail additional)
5. Personalized call answering service for your company
6. Dedicated phone number; which includes voice messages sent to your e-mail
7. Call forwarding to designated number (unlimited changes included)
8. Setup of after-hours auto attendant
9. Availability of a personalized message playing while people are on hold.
10. Phone tree set up capabilities for multiple extensions (multiple extensions may incur additional costs)

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11. Complimentary access to all Amata social and networking events
12. Discounted daily and monthly parking
13. All applicable taxes included
- 14. Save 20% versus purchasing these programs individually**

Monthly Investment: **\$249.00** 12-month investment: **\$199.00/month**

Business Address

Features:

1. Complimentary use of lounge and cafe work areas during normal business hours
2. Prestigious business address with mail and package handling
3. Mail forwarding and scanning services (postage to forward mail additional)
4. Complimentary use of lounge and cafe work areas at any Amata center during normal business hours
5. Discounted daily and monthly parking
6. Complimentary access to all Amata social and networking events
7. All applicable taxes included

Monthly Investment: **\$89.00** 12-month investment: **\$71.00/month**

Call Answering Program

Features:

1. Complimentary use of lounge and cafe work areas during normal business hours
2. Personalized call answering service for your company
3. Dedicated phone number; which includes voice messages sent to your e-mail
4. Call forwarding to designated number (unlimited changes included)
5. Setup of after-hours auto attendant
6. Availability of a personalized message playing while people are on hold
7. Phone tree set up capabilities for multiple extensions (multiple extensions may incur additional costs)
8. Complimentary use of lounge and cafe work areas at any Amata center during normal business hours
9. Discounted daily and monthly parking
10. Complimentary access to all Amata social and networking events
11. Discounted daily and monthly parking

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12. All applicable taxes included

Monthly Investment: \$72.00

12-month investment \$57.00/month

Conference Room Access

How it works

For our Members:

- Lounge and open workspace at any Amata center during regular business hours – free of charge
- Conference room credits may be purchased as needed for \$5.25 each with a month-to-month membership. These credits will remain valid as long as membership is active. Once purchased, no refunds will be available.
- As part of our annual membership program, conference room credits may be purchased monthly for \$4.25 each. Every month, the member will have additional credits added to their credit bank. These credits will remain valid as long as membership is active. Once purchased, no refunds will be available.
- In order to reduce the costs to our members and guests, conference rooms and day offices may be reserved in 15-minute increments:
 - Small conference room and day offices: 4 credits per hour
 - Large conference room: 12 credits per hour
 - Board Room: 16 credits per hour
 - *All conference room use must be paid for prior to access.*

For non-members:

- Credits may be purchased as needed for \$7.75 each on an as-needed basis.
- Non-members must agree to the [Terms & Conditions at www.amataoffices.com/terms](http://www.amataoffices.com/terms) and make full payment at time of reservation.
- Day use of lounge and co-working space may be purchased for 4 credits per day.

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Private offices and team rooms

098 -Office Rent	Please contact sales professional or visit www.amataoffices.com/pricing
099 -Refundable Retainer	Equal to one month fixed fees
026 -Access Cards and/or Key per Person	\$80 (Replacement card/key \$40 each)

Features:

1. **High speed 100 MG Internet access (some locations are equipped with 1 GIG Internet connections)**
2. **Wireless access throughout the facility**
3. **Personalized call answering service for your company**
4. **Dedicated phone number; with a VoIP phone and voice messages sent to your e-mail**
5. **Call forwarding to designated number (unlimited changes included)**
6. **Setup of after-hours auto attendant**
7. **Availability of a personalized message playing while people are on hold.**
8. **Prestigious business address with mail and package handling**
9. **Mail forwarding and scanning services when needed(postage to forward mail additional)**
10. **All applicable taxes included**
11. **24/7 access to lounge areas and cafe work space**
12. **Includes all standard set-up fees**
13. **Complimentary access to building gym (in designated facilities only)**

Monthly Investment

086 –Each additional user **\$181** each per month

Note: **Clients may opt to NOT have Amata provide a VoIP phone, however all clients will be responsible for Communication fees as outlined above.** Why? Amata has equipped their offices with state of the art circuits, equipment and programs to provide ready-to-use workspace for our clients. The cost to maintain this infrastructure exists whether clients utilize the VoIP phones or not and include all incoming fiber circuits; firewall protections; wireless router access points; switches; servers; and routers.

Business Continuation

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1. Office/Team room Client Business Continuation \$400 (Incl. 2 Mo. Phone/Mail service)

Optional service enhancements available

081 -IP address & 8 Port Switch	\$65.50/month
094 – Dedicated IP address	\$10.95/month
082 -Rack Storage (any location)	\$52.50/ “U” per month
083 -IT Support (Price per hour)	\$175/hour
084 -In-Office Cable TV (includes cabling)	\$69.00/month + Set Up: \$273.00
040 -Fax/Modem Line	\$78.75.00/month + Set Up: \$105.00
038 –Fax 50/50 (incl. 50 in & outbound pg/mo. Add’l \$.07)	\$13.95
039 –Fax 150/150 (incl. 150 in & outbound pg/mo. Add’l \$.07)	\$27.95
041 -Auto-Attendant (Changes-Price per hour)	\$26.25 after initial set-up
034 –Add’l Phone line and VM Box per #(private line)	\$20.95
042 –Personalized Call Screening (Price per month)	\$105.00
043 -Toll-Free line charge	\$7.95 + \$.06/min, \$08/min - Canada
030 -Free outbound local calls, US long Distance: \$.06, Intl Long Distance based on published rates.	
044 -Call reporting	\$15.75 per request
045 -Phone # Fax # Port Request (inbound or exiting request)	\$52.50
112 – Catering	Cost plus 25%
116 – Coffee and water set-up (Includes one free refill)	\$28.75
117 – Water and Ice set-up (Includes one free refill)	\$17.25
118 – Bottle water or Soda	\$ 1.30
020 – Lobby Listing	\$10.25

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Administrative Support:

027 - Basic Administrative Support (Price per hour)	\$36.75
028 - Messenger	Cost + 15%
010 - Fed-Ex	Cost + 15%
008 - Postage Services	Cost + 15%
009 - Shipping (UPS)	Cost + 15%
029 - Graphics & Spreadsheet (Price per hour)	\$42.00
087 - Software Support & Training (Price per hour)	\$147.00
130 -Black & White per copy charge (Initial 1000 copies each month)	\$0.07
132 -Scanning (Price per scan)	\$0.04
133 -Follow You B&W Prints (Price per copy)	\$0.05
134 -Follow You Color Copies/Prints (Price per copy)	\$0.38
135 -Binding (Price per unit)	\$1.30
136 –Incoming/Outgoing Fax (Price per page)	\$0.25
137 –Shredding	\$1.00 per lb.

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Legal services available:

120 -Request for File Status	\$27.30
121 -Request for Warehouse w/ Return Status (3 days)	\$34.50
119 -Federal Filing	\$50.00
122 -File Will & Obtain Certified Copy	\$40.95
123 -No Fee Filing in Daley Center	\$30.00
124 -No Fee Filing in Daley Center no Summons	\$34.50
125 -No Fee Filing in Daley Center with Summons	\$47.75
126 -Set Motion/Request Court Date	\$34.50
127 -Obtain Letter of Office – Probate	\$47.75
128 -Daley Center Court Call – Municipal-Domestic	\$75.00
129 -Daley Center Court Call – Chancery – Probate	\$116.00
131 – Paralegal work	\$ 60.00/hour
133 – Spanish Translation	\$ 60.00/hour
135 -Courtesy Copies to Judge	\$ 30.00

***In some instances when a filing is delayed by lines, or a wait, a time cost will also need to be added to a filing charge.**

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Office Decoration & Furniture Prices (price per month):

100 -60-Inch Credenza	\$26.25
101 -60-Inch Desk	\$36.75
102 -72-Inch Desk	\$52.50
103 -72-Inch Credenza	\$36.75
104 -5-Shelf Bookcase	\$31.50
105 -Round Table with Two Chairs	\$52.50
106 -Two-Drawer Lateral File	\$31.50
107 -Four-Drawer Lateral File	\$42.00
108 -Executive Chair	\$31.50
109 -Visitor Chair	\$5.25
110 -Custom Paint Color for aSuiteOffice	\$262.50 (after move in add \$105)
111 -Storage	See Manager (\$1.05/cubic foot est.)
114 -Parking	Based on Location
115 – Locker storage	\$25.00

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Video Conferencing – included for Free with conference rooms equipped with Mondopads; provided HD and/or call bridging is not required for video conference call.

High Definition Video:

088 -affinity High-Def Video	\$229.95/hour walk-ins
089 -affinity High-Def Video	\$208.95/hour Client use
090 -affinity High-Def Video	\$345.95/hour outside business hours
091 -affinity High-Def Video	\$387.95/hour weekends
092 -Call bridging (custom quote with affinity)	