

**Amata Office Centers**  
**Program Service Pricing – Effective 01/01/2018**

**Membership Programs**

**Co-working Access**

Features:

1. **Customized call answering, client intake, and scheduling** for 50 minutes of incoming calls each month. Your phone number can be ported over to Amata's carrier Free of Charge. The number will remain with your Firm indefinitely
2. Voice messages forwarded to e-mail
3. Call forwarding to designated number (unlimited changes included)
4. Setup of after-hours auto attendant free with initial set-up
5. Availability of a personalized message playing while people are on hold
6. Phone tree setup capabilities for multiple extensions (multiple extensions may incur additional costs)
7. **24/7 key card access to lounge areas and open workspaces**
8. **Complimentary access to gym (in designated facilities only)**
9. **32 conference room credits per month**
10. Prestigious business address with mail and package handling
11. Mail forwarding and scanning services (postage to forward mail additional)
12. Invitation to Amata socials, networking events, and educational seminars
13. Access to Amata's online community for networking and referral sharing
14. Discounted daily and monthly parking
15. **Discounted membership to The Met Club**
16. All applicable taxes included

Monthly Investment: \$423.00

12-month investment: \$339.00

**Virtual Access Plus**

Features:

1. **Customized call answering, client intake, and scheduling** for 50 minutes of incoming calls each month. Your phone number can be ported over to Amata's carrier Free of Charge. The number will remain with your Firm indefinitely
2. Voice messages forwarded to e-mail
3. Call forwarding to designated number (unlimited changes included)
4. Setup of after-hours auto attendant free with initial set-up
5. Availability of a personalized message playing while people are on hold

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6. Phone tree setup capabilities for multiple extensions (multiple extensions may incur additional costs)
7. 24 conference room credits
8. Prestigious business address with mail and package handling
9. Mail forwarding and scanning services (postage to forward mail additional)
10. Invitation to Amata socials, networking events, and educational seminars
11. Access to Amata's online community for networking and referral sharing
12. Discounted daily and monthly parking
13. **Discounted membership to The Met Club**
14. All applicable taxes included

Monthly Investment: \$265.00

12-month investment: \$212.00

**Virtual Basics**

Features:

1. **Customized call answering, client intake, and scheduling** for 50 minutes of incoming calls each month. Your phone number can be ported over to Amata's carrier Free of Charge. The number will remain with your Firm indefinitely
2. Voice messages forwarded to e-mail
3. Call forwarding to designated number (unlimited changes included)
4. Setup of after-hours auto attendant free with initial set-up
5. Availability of a personalized message playing while people are on hold
6. Phone tree setup capabilities for multiple extensions (multiple extensions may incur additional costs)
7. Prestigious business address with mail and package handling
8. Mail forwarding and scanning services (postage to forward mail additional)
9. Invitation to Amata socials, networking events, and educational seminars
10. Access to Amata's online community for networking and referral sharing
11. Discounted daily and monthly parking
12. **Discounted membership to The Met Club**
13. All applicable taxes included

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Features:

Monthly Investment: \$179.00

12-month investment \$143.00

All Amata Co-working and Virtual programs include 50 minutes of receptionist call answering service. Minutes used each month over the purchased amount will be invoiced at \$1.78/minute. To avoid overage charges additional minutes may be purchased in 100 minute increments at \$162/100 minutes.

**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 \$5.50 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 \$4.50 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. If a client does NOT purchase credits for any bookings in advance, they will be billed the overage rate/non-member rate of \$8/credit.*

**For non-members:**

- Credits may be purchased as needed for \$8.00 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.
- A day pass may be purchased for use of the lounge and co-working space by non-members for \$32/day.

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**Private offices and team rooms**

<b>098</b> -Office Rent	Please contact sales professional or visit <a href="http://www.amataoffices.com/pricing">www.amataoffices.com/pricing</a>
<b>099</b> -Refundable Retainer	Equal to one month fixed fees
<b>026</b> -Access Cards and/or Key per Person	\$84 (Replacement card/key \$42 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 \$190 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**

**Office/Team room Client Business Continuation**                      \$420 (Incl. 2 Mo. Phone/Mail service)

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**Optional service enhancements available**

<b>081</b> -IP address & 8 Port Switch	\$82.00/month
<b>094</b> – Dedicated IP address	\$11.50/month
<b>082</b> -Rack Storage (any location)	\$55.00/ “U” per month
<b>083</b> -IT Support (Price per hour)	“To be quoted by IT company”
<b>084</b> -In-Office Cable TV (includes cabling)	\$86.00/month + Set Up: \$341.00
<b>040</b> -Fax/Modem Line	\$83.00.00/month + Set Up: \$115.00
<b>038</b> –Fax 50/50 (incl. 50 in & outbound pg/mo. Add’l \$.07)	\$11.75 /month
<b>039</b> –Fax 150/150 (incl. 150 in & outbound pg/mo. Add’l \$.07)	\$30.00/month
<b>041</b> -Auto-Attendant (Changes-Price per hour)	\$27.56 after initial set-up
<b>034</b> –Add’l Phone line and VM Box per #(private line)	\$22.00/month
<b>043</b> -Toll-Free line charge	\$8.35+ \$.06/min, \$08/min - Canada
<b>030</b> -Free outbound local calls, US long Distance: \$.06, Intl Long Distance based on published rates.	
<b>044</b> -Call reporting	\$16.50 per request
<b>045</b> -Phone # Fax # Port Request (inbound or exiting request)	\$55.00
<b>112</b> – Catering	Cost plus 25%
<b>116</b> – Coffee and water set-up (Includes one free refill)	\$30.25
<b>117</b> – Water and Ice set-up (Includes one free refill)	\$18.00
<b>020</b> – Lobby Listing	\$10.76

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**Administrative Support:**

<b>027</b> - Basic Administrative Support (Price per hour)	\$40.00
<b>028</b> - Messenger	Cost + 15%
<b>010</b> - Fed-Ex	Cost + 15%
<b>008</b> - Postage Services	Cost + 15%
<b>029</b> - Graphics & Spreadsheet (Price per hour)	\$42.00
<b>087</b> - Software Support & Training (Price per hour)	\$147.00
<b>130</b> -Black & White per copy charge (Initial 1000 copies each month)	\$0.07
<b>132</b> -Scanning (Price per scan)	\$No charge
<b>133</b> -Follow You B&W Prints (Price per copy)	\$0.05
<b>134</b> -Follow You Color Copies/Prints (Price per copy)	\$0.38
<b>135</b> -Binding (Price per unit)	\$2.00
<b>136</b> –Incoming/Outgoing Fax (Price per page)	\$0.25
<b>137</b> –Shredding	\$1.00 per lb.

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**Legal services available**

<b>122</b> - Request for File Status, No Fee Filing, in Daley Center, Set Motion/Request Court Date, Courtesy Copies to Judge in Daley Center	\$30.00
<b>119</b> - Federal Filing & Courtesy Copies to Judge in Dirksen Federal Building	\$50.00
<b>131</b> – Paralegal work (including but not limited to: Legal research/background search, Organize/review documents or discovery, Simple Court Appearances, prepare written reports/memos, Draft legal documents including, but not limited to: motions, pleadings, contracts, forms, judgments, agreements, wills, powers of attorney, etc., Draft correspondence, Prepare and issue subpoenas, Abstract records or transcripts, maintain case files, Assist in trial or deposition preparation.)	\$60.00/hour
<b>133</b> – Spanish Translation ( <b>no minimum time required</b> )	\$80.00/hour

**\*All court cost & clerk fees will be invoiced to Amata Member and should be submitted by 3:30pm or there will be an added fee.**

**\*\*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 and subject to availability):**

<b>100</b> -60-Inch Credenza	\$26.25
<b>101</b> -60-Inch Desk	\$36.75
<b>102</b> -72-Inch Desk	\$52.50
<b>103</b> -72-Inch Credenza	\$36.75
<b>104</b> -5-Shelf Bookcase	\$31.50
<b>105</b> -Round Table with Two Chairs	\$52.50
<b>106</b> -Two-Drawer Lateral File	\$31.50
<b>107</b> -Four-Drawer Lateral File	\$42.00
<b>108</b> -Executive Chair	\$31.50
<b>109</b> -Visitor Chair	\$5.25
<b>110</b> -Custom Paint Color for private office	Price to be quoted on individually
<b>111</b> -Storage	See Manager (\$1.05/cubic foot est.)
<b>114</b> -Parking	Based on Location



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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:**

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