



Managed by  
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## Virtual Office

### What is a Virtual Office?

A virtual office, also known as "shared office space", provides a prestigious business address, telephone number(s), telephone service, and mail forwarding services without renting an office space on a full time basis. Our virtual office tenants have the ability to rent a conference room by the hour. Virtual offices provide companies with a professional appearance along with flexibility without the high costs or long term commitment involved in leasing traditional office space.

Design a **Virtual Office** at *Mainstreet Plaza* that best fulfills your business needs:

- Choose our prestigious address to receive mail or mail forwarding services for your virtual office space
- Get a local phone number along with personalized voicemail service 24 hours a day
- Receive friendly telephone answering service
- Have your telephone calls/messages transferred to:
  - your cell phone<sup>†</sup>
  - or your home phone<sup>†</sup>
- Reserve a professional conference room by the hour

Copy Center	
• 8.5x11 per page	\$0.05
• Facsimile Service – per transaction	\$1.00

### Virtual Office Plans

- **Basic Identity Virtual Office Plan - \$95/month**
  - Convenient and prestigious location
  - Use of a professional mailing address
  - Mail receipt and distribution
  - 8 hours of professional conference room space<sup>‡</sup>
  - High speed Internet available in conference room
  - Onsite administrative/secretarial support<sup>‡</sup>
  
- **Telephone Identity Virtual Office Plan - \$125/month** (\$50 one time set up)
  - Convenient and prestigious location
  - Personalized telephone answering services with voicemail
  - Use of a professional mailing address
  - Mail receipt and distribution
  - 8 hours of professional conference room space<sup>‡</sup>
  - High speed Internet available in conference room
  - Onsite administrative/secretarial support<sup>‡</sup>

<sup>†</sup> Local phone numbers only  
<sup>‡</sup> Small conference room  
<sup>‡</sup> Available for an additional fee

Are you lacking the professional identity that your business needs? *Mainstreet Plaza* Virtual Office plans start at only \$95 a month.