

Virtual Office Plan Michigan Locations



only **\$195** Per Month

A Virtual Office Plan provides you with access to a professional office, conference room or meeting room on an as-needed basis. Our Virtual Office Plan also includes a prestigious business mailing address with mailbox and telephone number with voicemail. Virtual Offices are perfect for the business professional who does not require a full-time office.



16 Hours of Office/Conference Room Usage

- Use your hours to book an office or any size conference room.
- Book for as little as an hour at a time.
- After hours and weekend access available.



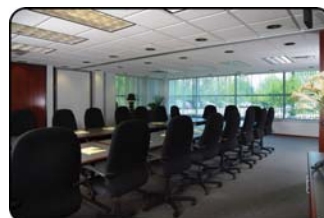
Prestigious Business Mailing Address and Mailbox

- Professional business mailing address at a prime location.
- Convenient single-story building with easy access.
- Access to your mailbox 24/7.



Local Business Telephone Number with Voicemail

- Auto-attendant with a friendly greeting and intuitive menu.
- Telephone number and greeting specific to your company.
- Advanced telecommunications options available.



Additional Conference Room/Office Hours

Add 8 Hours	Additional 8 hours of conference room/office usage per month	\$100.00 Per Month
Add 16 Hours	Additional 16 hours of conference room/office usage per month	\$180.00 Per Month
Add 24 Hours	Additional 24 hours of conference room/office usage per month	\$240.00 Per Month

Telecommunications Options

Telephone Answering	A friendly receptionist answers calls live in your company name and transfers your callers to voicemail	\$50.00 Per Month
Unified Messaging	Voicemail to E-mail (receive voicemail as an e-mail attachment) and Fax to E-mail (receive faxes as an e-mail attachment)	\$25.00 Per Month
Call Forwarding	Your calls will automatically be forwarded to another number	\$25.00 Per Month
Voicemail Tree	Allows more than 1 voicemail box with 1 telephone number	\$10.00 Per Month
Guest Voicemail Box	Additional voicemail box for your business	\$10.00 Per Month
Telephone Number	Additional telephone number for your business	\$10.00 Per Month
Directory Assistance	Add your business telephone number to directory assistance	\$10.00 Per Month

Additional Options

Additional Mail Handling	Mail handling for 1 additional company name or person	\$25.00 Per Month
Business Services	Access to our Business Services at a discounted rate	Included!
Receptionist Service	Professional receptionist to greet your visitors	Included!
Beverage Service	Fresh, premium coffee, tea & water for you as well as your guests	Included!

Conference Room Services

Day Office	Day Office rental (accommodates up to 3 people)	\$30.00 Per Hour
Conference Room	Conference Room rental (accommodates up to 12 people)	\$30.00 Per Hour
Meeting Room	Meeting Room rental (accommodates up to 24 people)	\$60.00 Per Hour
Videoconferencing	IP based videoconferencing services available at select locations	\$125.00 Per Hour
LCD Projector Rental	LCD Projector for your meeting presentations	\$30.00 Per Hour
Beverage Delivery	Coffee, Tea or Water delivered to your conference room upon request	\$3.00 Per Carafe
Catering	Breakfast or lunch catering service for your meeting	Cost + 25%

Administrative Services

Administrative Support	Our staff can provide administrative support for your business on an as-needed basis. Administrative support options include, but are not limited to: Word Processing, Data Entry, Notary Services, Document Scanning, Bulk Mail Projects, Mail Forwarding, Preparing Packages for Shipping, Hand Written Messages, Document Binding Projects, Concierge Services, etc...	\$30.00 Per Hour
Black & White Copy/Print	Black & white photocopies or prints	\$0.12 Per Page
Color Copy/Print	Color photocopies or prints	\$0.59 Per Page
Scanning	Color or black & white document scanning	\$0.10 Per Page
Fax (Send or Receive)	Send or receive faxes using our support center fax machine	\$1.00 Per Page
Postage	Postage for your U.S. Mail items	Cost + 25%
Courier Services	Send packages via courier service	Cost + 25%

Technical Services

(1 Hour Minimum. 3 to 5 Day Turnaround)

IT Support	Technical support for your computer equipment and/or peripherals	\$135.00 Per Hour
Telecom Support	Telecom support for complicated, custom programming requests	\$175.00 Per Hour

Locations



Michigan

AmeriCenter of Troy

200 East Big Beaver Road
Troy, Michigan 48083

(248) 524-4888
troy@americenters.com

AmeriCenter of Franklin/Southfield

26677 West Twelve Mile Road
Southfield, Michigan 48034

(248) 358-6900
southfield@americenters.com

AmeriCenter of Livonia

39111 Six Mile Road
Livonia, Michigan 48152

(734) 591-7200
livonia@americenters.com

AmeriCenter of Bloomfield

7 West Square Lake Road
Bloomfield Hills, Michigan 48302

(248) 452-5680
bloomfield@americenters.com

AmeriCenter of Novi

28175 Haggerty Road
Novi, Michigan 48377

(248) 994-9800
novi@americenters.com

Illinois

AmeriCenter of Naperville/Warrenville

27475 Ferry Road
Warrenville, Illinois 60555

(630) 717-3555
warrenville@americenters.com

AmeriCenter of Schaumburg

1320 Tower Road
Schaumburg, Illinois 60173

(847) 598-3508
schaumburg@americenters.com

Indiana

AmeriCenter of Carmel

11805 North Pennsylvania Street
Carmel, Indiana 46032

(317) 705-8000
carmel@americenters.com

Ohio

AmeriCenter of Dublin

5650 Blazer Parkway
Dublin, Ohio 43017

(614) 734-8300
dublin@americenters.com