

Amata Office Centers
Program Service Pricing – Effective 03/01/2020

Phone Only Program

Features:

1. One business phone line.
2. One Voicemail box
3. 3CX phone application
4. **50 Live Receptionist Minutes per month**
5. Customizable greetings & call facilitation
6. Message Transcription
7. Voicemails immediately available through phone app or email
8. Control availability with phone app
9. Invitation to Amata socials, networking events, and educational seminars

Monthly Investment: \$40.00

Reception minutes used each month over the included 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.

*Tax, fees and applicable 911 charges may apply.

Phone Program & Business Address

Includes Phone Only Program PLUS:

1. Access to All Amata Office Suites Locations Throughout the Loop
 - Cafes, lobbies & lounges free for day use
 - Conference rooms & private day offices available for rent
2. Business Address
3. Mail Services
 - Physical forwarding & scanning services available
4. Invitation to Amata socials, networking events, and educational seminars
5. Access to Amata's online community for networking and referral sharing
6. Discounted daily and monthly parking
7. **Discounted room rates with Union League Club of Chicago**

Monthly Investment: \$220.00

12-month investment \$176.00

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Virtual Office Plus

Includes Phone Program & Business Address PLUS:

1. 24/7 Access to all Amata office Suites locations throughout Chicago
 - Cafes, lobbies & lounge free for day use
 - Conference rooms & private day offices available for rent
2. After hours & weekend access to common areas & coworking rooms (location specific) with an \$84 one-time setup fee
3. 24 conference room credits
 - 6 hours of small conference room/day office usage OR 2 hours of large conference room usage
 - Credits roll-over each month agreement is active
 - Discounted parking available
4. 25 extra Phone Minutes (total minutes/month equal 75)

Monthly Investment: \$300.00

12-month investment: \$241.00

Mail Only Program

Features:

1. Client may use the address on all correspondence
2. Amata will receive and hold mail at center
3. Client can contact the center to inquire what mail has been received

Monthly Investment: \$75.00

Additional Options:

- | | |
|--|---------------------|
| 1. Opening & scanning of mail: | \$25/month |
| 2. Weekly mail forwarding via USPS: | Priced upon request |
| 3. Expedited mail forwarding upon request: | Priced upon request |

*City, State & Federal taxes may be applied when applicable.

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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 \$4.75 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 of \$6/credit.*

For non-members:

- Credits may be purchased as needed for \$8.50 each on an as-needed basis.
- Non-members must agree to the Terms & Conditions at 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 \$34/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	\$88 (Replacement card/key \$44 each)
3CX	\$40 for 3CX

Features:

1. **High speed 100 MG Internet access (some locations are equipped with 1 GIG Internet connections)**
2. **Wireless access throughout the facility**
3. **Prestigious business address with mail and package handling**
4. **Mail forwarding and scanning services when needed (postage to forward mail additional)**
5. **24/7 access to lounge areas and cafe work space**
6. **Includes all standard set-up fees**
7. **Complimentary access to building gym (in designated facilities only)**

Monthly Investment

086 –Each additional user \$300 each per month (this includes the \$40 phone fee)

Note: **Clients may opt to NOT have Amata provide a VoIP phone, however all clients will be responsible for Communication fees (3CX) 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

1. IP address & 8 Port Switch	\$86.00/month
2. Dedicated IP address	\$13.00/month
3. Rack Storage (any location)	\$75.00/ "U" per month
4. IT Support (Price per hour)	"To be quoted by IT company"
5. In-Office Cable TV (includes cabling)	\$100.00/month + Set Up: \$358.00
6. Fax 50/50 (incl. 50 in & outbound pg/mo. Add'l \$.07)	\$30 /month
7. Auto-Attendant (Changes-Price per hour)	\$58/hour after initial set-up
8. Add'l Phone line and VM Box per #(private line)	\$40/month
9. Toll-Free line charge	To Be Quoted by Phone Carrier
10. Free outbound local calls, US long Distance: \$.06, Intl Long Distance based on published rates.	
11. Call reporting	\$35.00 per request
12. Phone # Fax # Port Request (inbound or exiting request)	\$55.00
13. Catering	Cost plus 25%
14. Coffee and water set-up (With one free refill)	\$32.00
15. Water and Ice set-up (Includes one free refill)	\$20.00
16. Lobby Listing	\$18
17. Teleconferencing – audio, dial-in number	\$0.08/minute
18. Video conferencing – through iMeet or other	To Be Quoted by Phone Carrier
19. Custom Paint Color for private office	\$378.00 (after move in add \$105)
20. Storage	See Manager (\$1.25/cubic foot
21. Parking	Based on Location

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Administrative Support:

27 - Basic Administrative Support (Price per hour)	\$45.00
28 - Messenger	Cost + 15%
010 - Fed-Ex	Cost + 15%
008 - Postage Services	Cost + 15%
029 - Graphics & Spreadsheet (Price per hour)	\$42.00
087 - Software Support & Training (Price per hour)	\$175.00
130 -Black & White per copy charge	\$0.06
132 -Scanning (Price per scan)	\$No charge
133 -Follow You B&W Prints (Price per copy)	\$0.06
134 -Follow You Color Copies/Prints (Price per copy)	\$0.42
135 -Binding (Price per unit)	\$2.36
136 –Incoming/Outgoing Fax (Price per page)	\$0.25
137 –Shredding	\$1.00 per lb.