



4916 26<sup>th</sup> Street West, Suite 100  
 Bradenton, Florida 34207  
 Phone: (941) 752-2000  
 Fax: (941) 753-0036  
 www.BradentonExecutiveCenter.com

### ***A LA CARTE SERVICES ORDER FORM***

| Administrative |                           |                                     | Qty | Total |
|----------------|---------------------------|-------------------------------------|-----|-------|
|                | Administrative Assistance | \$35 hour (in 15 minute increments) |     |       |
|                |                           | <b>TOTAL</b>                        |     |       |

| MAILING SERVICES/SUPPLIES |                                  |                                       | Qty | Total |
|---------------------------|----------------------------------|---------------------------------------|-----|-------|
|                           | Postage                          | \$3.00 handling fee + cost of postage |     |       |
|                           | Overnight and Fed Ex:            | \$3.00 handling fee + cost of postage |     |       |
|                           | Standard business envelope:      | \$0.25 each + tax                     |     |       |
|                           | Manila or large mailing envelope | \$0.50 each + tax                     |     |       |
|                           |                                  | <b>TOTAL</b>                          |     |       |

| COPY SERVICES   |       | (INCLUDING: STAPLING, COLLATING, ETC.) | Qty | Total |
|---|-------|--|-----|-------|
|   | B&W   | \$0.10 + tax                           |     |       |
|   | Color | \$0.25 + tax                           |     |       |
| *these fees are on a self service rate, administrative charges will be added for staff assistance |       | <b>TOTAL</b>                           |     |       |

| FAX SERVICES |                    |   | Qty | Total |
|--------------|--------------------|---|-----|-------|
|              | In or Out of State | \$1.00 First page and \$.75 there after |     |       |
|              |                    | <b>TOTAL</b>                            |     |       |

| Miscellaneous |   |                           | Qty | Total |
|---------------|---|---------------------------|-----|-------|
|               | Computer Rental                               | \$50.00 + tax per event   |     |       |
|               | In-suite service of Coffee, Hot tea and water | \$50.00 + tax per day     |     |       |
|               | Catering Options                              | \$20.00 Plus cost of food |     |       |
|               | TV/DVD (large conference room only)           | \$40 + tax per event      |     |       |
|               |   | <b>TOTAL</b>              |     |       |

By initialing this page, I acknowledge the use of the services as indicated above and agree to be charged for the resulting amount.

Initials \_\_\_\_\_