

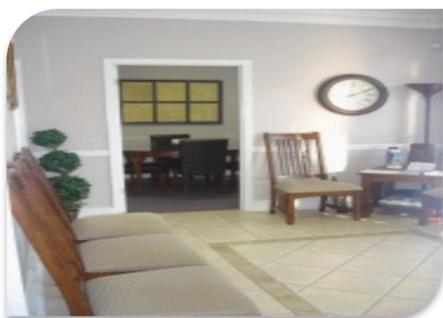
# VIRTUAL STAFF

At **Bradenton Executive Center**, we have created an environment that



makes your clients feel that they are stepping into **your office** and are being greeted by **your staff** rather than space that you have rented for the day.

## Elegantly Furnished Reception Lobby



# VIRTUAL OFFICE

[www.BradentonExecutiveCenter.com](http://www.BradentonExecutiveCenter.com)



Our goal at BEC is to partner with local businesses by sharing our center's professional resources of staff, services, systems and space without losing a personal connection to their customers. BEC strives to achieve higher productivity for its partners and enhance existing resources while creating an impression of a permanent future without the expense of ownership. "Ultimately our goal is to help customers reach their goals."



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YOUR BUSINESS SOLUTION CENTER

# VIRTUAL OFFICES

## Lowering Overhead Costs



Sharing space, services and staff with other business owners in one professional center without the expense of ownership.

# GO VIRTUAL

What does it cost a small business to develop a professional image?

\$1,900	<u>Space (approx. 1,200 sq. feet)</u>
\$972	<u>Furniture/Décor leased</u>
\$150	<u>Property Insurance</u>
\$555	<u>Equipment 36 mo lease</u>
\$167	<u>Transportation</u>
\$400	<u>Technology</u>
\$1,917	<u>Admin. Wages (at min. wage)</u>
\$400	<u>Employee Benefits (2)</u>
\$300	<u>Utilities</u>
<b>\$6,761</b>	<b><u>Total Monthly</u></b>
<b>\$81,132</b>	<b><u>Total Annually</u></b>



*BEC's mission is to help local*

*businesses achieve freedom through the efficiencies of shared space and a virtual office center. Our phone and staff services lower overhead without losing a personalized business image. This enables owners to focus their resources on increasing profitability versus training and business overhead.*

# VIRTUAL PHONES

*Bradenton Executive Center provides an impression of a permanent future without the expense of ownership.*



*Why pay for space that you are not using?*

**VIRTUAL  
OFFICE  
EFFICIENCY**



*Professional staff to greet your clients*



*Centrally located with convenient client parking*



*Copy & print services*

## VIRTUAL OFFICE PACKAGES

Simply select the Virtual Office Package that best suits your company's needs.

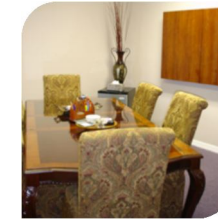
	Virtual Identity \$99	Virtual Economy \$199	Virtual Standard \$299	Virtual Executive \$499
<b>ADMINISTRATIVE SERVICES</b>				
Professional staff to greet clients & guests	✓	✓	✓	✓
Complimentary kitchen access including coffee, water & tea	✓	✓	✓	✓
Use of BEC address and fax number on business card w/ written approval	✓	✓	✓	✓
Mail accepted and held for pickup (or forwarded for an additional charge)	✓	✓	✓	✓
Light package receiving	✓	✓	✓	✓
Mail slot	✓	✓	✓	✓
Free automatic bill payment	✓	✓	✓	✓
Copies (B&W 8 1/2" x 11" or 8 1/2" x 14")		50	150	250
Fax pages (International faxes not included)		5	50	100
<b>OFFICE &amp; MEETING SPACE (hours per month)</b>				
Courtesy Office		4	8	10
Small Conference Room			2	10
Large Conference Room				10
<b>DIGITAL PHONE SERVICES (Digital Phone Services provided by MSA) With a dedicated local phone number</b>				
Digital Virtual Secretary (customized to your business)	*	✓	✓	✓
Live Answer (during business hours)	**	**	**	✓
Call forwarding		✓	✓	✓
Before & after-hours Virtual Secretary		✓	✓	✓
Company name on building directory			✓	✓

*Pricing & availability established on a per-month basis and are subject to applicable tax.*

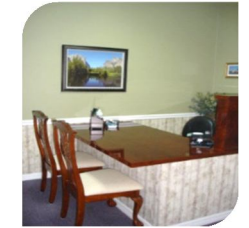
*\* Digital phone services can be added for as little as \$50 per month \*\* Live answer can be added for as little as \$100 per month*

**A 10% DISCOUNT will be granted with "Annual Agreements"**

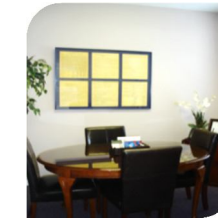
### SHARED OFFICES & MEETING SPACES



*Large Board Room starting at \$35 pr hr*



*Courtesy Office starting at \$20 pr hr*



*Small Board Room starting at \$25 pr hr*



*Shared Suite starting at \$25 pr hr*

### ADDITIONAL SERVICES AVAILABLE A LA CARTE:

*The services below are available for an additional fee:*

- Copy & Fax Services
- Notary Services
- Bottled Water & Catering
- Mailing Services and Supplies
- Skilled Administrative Staff
- Business Mentoring/Consulting Services



**VISIT US AT [www.BradentonExecutiveCenter.com](http://www.BradentonExecutiveCenter.com)**