



4916 26th 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 Fee	\$35 hour + tax (in 15 minute increments)		
		TOTAL		

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

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		TOTAL		

FAX SERVICES			Qty	Total
	In or Out of State	\$1.00 First page and \$.75 thereafter + tax		
		TOTAL		

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 + tax Plus cost of food		
	TV/DVD (large conference room only)	\$40 + tax per event		
	Bottled Water	\$1.00		
		TOTAL		

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

Initials _____