



EXECUTIVE SUITES

OF BATON ROUGE

Physical Office Services Included

Services	Included
Receptionist to greet your clients Monday–Friday 8:30 am – 5:00 pm	•
24-Hour Building Access	•
Mail Delivered to your office daily.	•
Break Room (Refrigerator, Microwave, Icemaker, Tables, Chairs & TV)	•
Use of a cross-cut shredder in the copy room	•
Free Coffee for you and your clients	•
Janitorial Service	•
Scan to email from the copy machine.	•
Free Parking	•
Building Marquee Tenant Listing	•
Internet Service - Ethernet & Wireless 1 person	•
Each Additional Occupant	\$25
*Phone – phone service, number & handset for one person	•
Telephone – for each additional person	\$25
**Furnished Office	•
Use of 3 Conference Rooms & 1 Day Office	8 hours of free usage (\$25 / hour after)
Additional Phone Line for a fax	\$25 monthly
Print and Copies	1 – 200 .10
White	+200 .15
	.25 each
	Color
Faxes Sent & Faxes Received	.50 per page
Postage	Cost + 20%
Soft Drinks & Bottled Water	\$1 each
Free Filtered Water Dispenser	•

Initial Fees	
Deposit of Last Month's Fee	The Amount of Monthly Fee

* Phone Service includes a receptionist answering 100 incoming calls monthly. Each additional call is .75 cents.

** Furnished office may consist of a desk, credenza or side return, desk chair, one or two side chairs, floor mat, and trash can. Wall art and lamps are not included.