Virtual Offices Package Options:

- **Location Package** - $59 a month
  - Professional business address
  - Mail & package receipt
  - Mail forwarding on request (daily, weekly or monthly) cost of postage additional
  - Use of address for business license, business cards, website etc...
  - Local presence including drop-off and pick up point for clientele
  - Access to conference room
    - Three times a month – M thru F from 9-5
    - After 5pm additional $25
    - Saturday additional $75
    - Additional day use – ½ off day conference rental

- **Communications Package** - $99 a month
  - Private phone line with voicemail
  - Professional business address
  - Mail & Package receipt
  - Mail forwarding on request (daily, weekly or monthly) cost of postage additional
  - Use of address for business license, business cards, website etc...
  - Local presence including drop-off and pick up point for clientele
  - Access to conference room
    - Five times a month – M thru F from 9-5
    - After 5pm additional $25
    - Saturday additional $75
    - Additional day use – ½ off the day conference rental

**Communications Plus Package** – Coming Soon – Will include receptionist, copying, printing & fax in addition to the standard communications package.

1. Virtual office packages require a 6 month minimum term lease and applicant must fill out a building application with approval from the RTEC Building Committee. A business plan may be required – see building application.
2. A one-time set up fee is required for a virtual office. The set-up fee is $25 for the location package and $75 for the communications package.
3. No deposit is required.