

# List of Services

Executive Suites & Virtual Offices	Price
<p><i>Full-Time Executive Office Suite</i></p> <p>This service includes the exclusive use of a furnished/unfurnished private office. It includes the corporate phone service plan, corporate mail service plan, access to meeting rooms and part-time offices (16 hours), 24/7 access to the office and building, free utilities, free Wi-Fi, and access to all office equipment and a discount on all auxiliary services.</p>	<p>\$550 - \$700</p>
<p><i>Plan A-1: Virtual Office Full-Suite Plus Plan</i></p> <p>This plan includes all the key office functions for a fully operational office. It includes the corporate phone service plan, corporate mail service plan, office hours plan (30 hours), and access to all office equipment and a discount on all auxiliary services.</p>	<p>\$280</p>
<p><i>Plan A-2: Office Hours and Mail Extended Plan</i></p> <p>This plan includes an initial sixty (60) hours per month of conference, private office or executive cubicle workspace usage. It also includes all features of the corporate mail service (Plan E) and access to office equipment and a discount on all auxiliary services.</p>	<p>\$280</p>
<p><i>Plan B-1: Virtual Office Full-Suite Plan</i></p> <p>This plan includes all the key office functions for a fully operational office. It includes the corporate phone service plan, corporate mail service plan, office hours plan (16) hours, and access to all office equipment and a discount on all auxiliary services.</p>	<p>\$180</p>
<p><i>Plan B-2: Office Hours and Mail Plus Plan</i></p> <p>This plan includes thirty (30) hours per month of conference, private office or executive cubicle workspace usage. It also includes all features of the corporate mail service (Plan E) and access to office equipment and a discount on all auxiliary services.</p>	<p>\$180</p>
<p><i>Plan C-1: Start-up Plan (Popular Plan)</i></p> <p>This plan includes the corporate mail service plan, office hours plan (8 hours), PBX phone service management with corporate phone number, voicemail, call forwarding and multiple extensions, and access to all office equipment and a discount on all auxiliary services.</p>	<p>\$120</p>
<p><i>Plan C-2: Office Hours and Mail Start-up Plan</i></p> <p>This plan includes sixteen (16) hours per month of conference, private office or executive cubicle workspace usage. It also includes all features of the corporate mail service (Plan E) and access to office equipment and a discount on all auxiliary services.</p>	<p>\$120</p>
<p><i>Plan D: Corporate Phone Service Plan</i></p> <p>This plan includes PBX phone service management with corporate phone number, voicemail, call forwarding to outside numbers, multiple extensions, and routing to live reception during core business hours. It also includes office hours (3-hours), and access to office equipment and a discount on all auxiliary services.</p>	<p>\$60</p>

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<p><b>Plan E: Corporate Mail Service plan (Popular Plan)</b> This plan includes a business address, daily mail sorting and notifications, and mail pick up during reception hours. It also includes office hours (2-hours), and access to office equipment and a discount on all auxiliary services and additional office hours. Additional costs for mail forwarding.</p>	\$40
<p><b>Plan F: Office Hours Plan (Popular Plan)</b> This plan includes an initial six (6) hours per month of conference or executive cubicle workspace usage. It also includes access to office equipment and a discount on all auxiliary services. <b>**This plan does not include use of mailing address or mailing service.</b></p>	\$60
<p><b>Plan G1: Office Hours and Mail Service Plan</b> This plan is a combination of the listed corporate mail and office hours plan (8-hours included).</p>	\$85
<p><b>Plan G2: Phone Service and Mail Service Plan</b> This plan is a combination of the listed corporate mail and phone service plan (3 office hours included).</p>	\$85
<p><b>Plan I: Aspiring Entrepreneur Corporate Phone Service Plan</b> This plan includes the corporate mail service plan, office hours plan (4 hours), PBX phone service management with corporate phone number, voicemail, call forwarding and multiple extensions, and access to all office equipment and a discount on all auxiliary services. Live answering not included</p>	Free- \$15
<p><b>Plan J: Aspiring Entrepreneur Start-up Plan</b> This plan includes PBX phone service management with corporate phone number, voicemail, call forwarding to outside numbers, multiple extensions, and routing to live reception during core business hours. It also includes office hours (2-hours), and access to office equipment and a discount on all auxiliary services and additional office hours. Live answering not included.</p>	Free- \$25
<p><b>Plan K: Aspiring Entrepreneur Corporate Mail Service plan</b> This plan includes a business address, daily mail sorting and notifications, and mail pick up during reception hours. It also includes office hours (2-hours), and access to office equipment and a discount on all auxiliary services and additional office hours. Mail forwarding available at an additional cost. Live answering not included.</p>	Free- \$10

The SCO Aspiring Entrepreneur plans are available for small business established within the last two years that are owned and operated by youth and young adults ages 23 and under, recently separated service members, current recipients of unemployment compensation and/or state financial and medical assistance, as well as re-entry ex-offenders. The SCO Aspiring Entrepreneur plans start at no cost for the first three months and then incrementally increases quarterly until the aspiring entrepreneur rate listed is reached within the first year. The aspiring entrepreneur rate is then allowed for one additional year following the introductory year. **Eligibility verification will be required before service begins.**

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Auxiliary Office Services	Price
Office/Conference Room Hours (Non-Plan Holders)	\$20/Hour-\$30/Hour
Additional Office/Conference Room Hours (Plan Holders)	\$10/Hour
Evening/Weekend Conference Time	\$35/Month
*Mail Forwarding (Plan Holders)	\$15/Month- Postage applies
Fax (SCO Staff)	Outbound: \$0.50/Page Inbound: \$1/Page
Copy & Print Service	(B/W): \$0.20 per page (Color): \$0.40 per page
Additional Phone Lines	\$25/Month

## Virtual Administration

### Office Administration (\$15-\$30)

- Basic Administrative Support
- Data Entry & Word Processing
- Copying & Filing
- Bookkeeping Support
- Document Repository Maintenance
- Dedicated Assistant
- And more...

### Business Writing (\$25-\$45)

- Document and Presentation Preparation
- Style Guide Compliance
- Proposal Writing Support
- Business Documentation
- Project Management Documentation
- And more...

### Office Management (\$25-\$45)

- Corporate Accounts Set-Up (Office 365, Zoho One, Google Suites, etc.)
- Corporate Policy & Procedure Documentation
- Basic Bookkeeping Set-Up (FreshBooks and QuickBooks)
- Temporary Office Personnel
- And more...

### Realtor Support (\$15-\$30)

- Listing/Seller Package Preparation
- Mailing Campaigns
- Open House planning
- Property Management Support (RentecDirect, Zillow, etc.)
- And more...

## Business & Management Consulting

(Starting at \$45/hr)

### Small Business Consulting Services

- Small Business Consulting Services
- Business Start-Up Planning and Documentation (Business Concept to Business Registration)
- Strategic Planning & Business Process Improvement
- Small Business Set-Aside Application Preparation Support (Local, State, and Federal)
- Business Documentation
- (Proposals, Presentations, Corporate Guides, etc.)
- Office Management and Business Administration
- IT Solutions and Application Set-Up (Office 365, Google Suite, Zoho One, etc.)

### IT Project Management Services

- IT Service Management Support
- IT Project Planning & Management
- IT Project life Cycle Oversight
- Development & Maintenance Support
- Technical Writing & Documentation

### Change Management Services

- Business Process Improvement
- Organizational Assessments
- Future State planning and Execution
- Communication planning and Training
- Management Coaching

### Program & Project Management Services

- Program Management Office Establishment
- Governance & Policy Implementation
- Strategic Planning & Business Process Improvement
- Project Management Lifecycle Oversight
- Schedule & Risk Management
- Acquisition & Cost Management
- Financial Management
- Quality Assurance Management
- Communications Management
- Project Documentation & Tool Development



### Earned Value Management Services

- Project Control Tool Development
- Control Account Management
- Schedule & Cost Management
- Master Schedule Integration
- Earned Value Reporting

### Event & Training Management Services

- Event Planning, Logistics & Communications
- Content Development & Session Facilitation
- Training Plan Development
- Training Tools Development