



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</p> <p>-</p> <p>\$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>



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<p>Plan D: Corporate Phone Service Plan</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 and additional office hours.</p>	\$60
<p>Plan E: Corporate Mail Service Plan (Popular Plan)</p> <p>This plan includes a business address, daily sorting of company mail and mail forwarding* twice a week. It also includes office hours (2-hours), and access to office equipment and a discount on all auxiliary services and additional office hours.</p>	\$40
<p>Plan F: Office Hours Plan (Popular Plan)</p> <p>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. ** This plan does not include use of mailing address or mailing services.</p>	\$60
<p>Plan G1: Office Hours and Mail Service Plan</p> <p>This plan is a combination of the listed corporate mail and office hours plan (8-hours included).</p>	\$85
<p>Plan G2: Phone Service and Mail Service Plan</p> <p>This plan is a combination of the listed corporate mail and Phone Service plan (3 office hours included).</p>	\$85
<p>Plan H: Aspiring Entrepreneur Corporate Mail Service Plan</p> <p>This plan includes a business address, daily sorting of company mail and mail forwarding* twice a week. It also includes office hours (2-hours), and access to office equipment and a discount on all auxiliary services and additional office hours.</p>	\$10
<p>Plan I: Aspiring Entrepreneur Corporate Phone Service Plan</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 (2-hours), and access to office equipment and a discount on all auxiliary services and additional office hours.</p>	\$15
<p>Plan J: Aspiring Entrepreneur Start-Up Plan</p> <p>This plan includes the corporate mail service plan, office hours plan (4hours), 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>	\$25



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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: \$1/Page Inbound: \$0.50/Page
Copy & Print Service	(B/W) \$0.20 per page (Color): \$0.40 per page
Additional Phone Lines	\$25/Month

Virtual Administration

<p><i>Office Administration (\$15 - \$30)</i></p> <ul style="list-style-type: none"> • Basic Administrative Support • Data Entry & Word Processing • Copying & Filing • Bookkeeping Support • Document Repository Maintenance • Dedicated Assistant • And more... 	<p><i>Office Management (\$25 - \$45)</i></p> <ul style="list-style-type: none"> • Corporate Accounts Set-Up (Office 365, Zoho One, Google Suite, etc.) • Corporate Policy & Procedure Documentation • Basic Bookkeeping Set-Up (FreshBooks and QuickBooks) • Temporary Office Personnel • And more...
<p><i>Business Writing (\$25 - \$45)</i></p> <ul style="list-style-type: none"> • Document and Presentation Preparation • Style Guide Compliance • Proposal Writing Support • Business Documentation • Project Management Documentation • And more... 	<p><i>Realtor Support (\$15 - \$30)</i></p> <ul style="list-style-type: none"> • Listing/Seller Package Prep. • Mailing Campaigns • Open House Planning • Property Management Support (RentecDirect, Zillow, etc.) • And more...



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Media & Marketing Services

Social Media Management

(Bronze Package - \$275)

- 10 Posts/Month
- 1 Social Media Channel
- Content Creation & Design
- Posting

(Silver Package - \$325)

- 16 Posts/Month
- 2 Social Media Channels
- Content Creation & Design
- Posting
- 30 Min. Consultation Call

(Gold Package - \$525)

- 20 posts/month
- 3 Social Media Channels
- Content Creation & Design
- Posting
- 1 Hr. Consultation Call

Website Development

(Bronze Package - \$525)

1 Page Website

- Home Page
- About Page
- Services Page
- Contact Page
- Design Customization
- Content Upload
- Responsive Design
- 1 Plugin/Extension

(Silver Package - \$1025)

1 - 5 Page Website

- Home Page
- About Page
- Services Page
- Contact Page
- Custom Graphics
- Design Customization
- Content Upload
- Responsive Design
- 3 Plugins/Extensions
- E-Commerce Functionality (Shopping Cart)
- 10 Products

(Gold Package - \$1525)

5 -10 Page Website

- Home Page
- About Page
- Services Page
- Contact Page
- Custom Graphic
- Premium Design
- Design Customization
- Content Upload
- Responsive Design
- 6 Plugins/Extensions
- E-Commerce Functionality (Shopping Cart)
- 20 Products

Video & Photography Content Creation/Development

(Bronze Package - \$525)

- Concept Planning
- 1-2 Videos (1- 5 Minutes)
- B-Roll
- Color Correcting/Lighting
- Stock Music
- 1 - 2 Revisions
- Formatting and Delivery

(Silver Package - \$1025)

- Concept Planning, Story Boarding
- 1-4 Videos (8-10 Minutes)
- B-Roll, Color Correcting/Lighting
- Stock Music*
- 1 Social Media Trailer Promo
- 4 Revisions
- Formatting and Delivery
- Photography (1-2 PPL/2 Looks)

(Gold Package - \$1525)

- Concept planning, Story Boarding
- 4 videos (13-15 Minutes)
- B-Roll, Color Correcting/Lighting
- Motion/Graphics Creation
- Video Thumbnails
- Stock Music
- 4 Social Media Trailer/Promos
- 4 Revisions, Format & Delivery*
- Photography (1-4 PPL/2 Looks)



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Brand Development

(Bronze Package - \$525)

- Voice/ Tone Guidelines
- Mission & Vision Statement
- 1 Revision

(Silver Package - \$1025)

- Voice/ Tone Guidelines
- Mission & Vision Statement
- Target Audience & Positioning
- 2 Revision
- Website Consultation

(Gold Package - \$1525)

- Voice/ Tone Guidelines
- Mission & Vision Statement
- Target Audience & Positioning
- Business Name/Slogan (optional)
- Brand Identity/Story
- 4 Revision
- Website Consultation

Platinum Media & Marketing Service Package

(\$2500)

Social Media Management

- 30 Posts/Month
- 4 Social Media Channels
- Content creation & Design
- Posting
- 1 Hr. Consultation Call

Video & Photography Content Creation/Development

- Concept Planning
- Story Boarding
- 4 Videos (30 - 60 minutes)
- B-Roll
- Color Correcting/Lighting
- Motion/Graphics Creation
- Stock Music
- 10 Revisions
- Video Thumbnails
- 4 Social Media Trailer/Promos
- Formatting and Delivery

Marketing Management

- Sales Funnel
- Copywriting
- Payment Gateway
- 3D-Mockups
- Autoresponder
- Consultation
- Design Customization
- Content Upload
- Responsive Design
- E-Commerce Functionality

Brand Development

- Voice/ Tone Guidelines
- Logo
- Landing Page/ Website*
- Mission & Vision Statement
- Value Proposition
- Target Audience & Positioning
- Business Name/Slogan (optional)
- Brand Identity/Story
- 6 Revision



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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.)

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

IT Project Management Services

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

Earned Value Management Services

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

Change Management Services

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

Event & Training Management Services

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