

Other Services Available

ComCenter offers a wide variety of services to compliment your business needs and you only pay for what you use:

Hourly Administrative Support (\$25/hr) by our virtual assistants who can help you with tasks such as:

- Administrative work
- Bookkeeping
- Data entry
- Word processing
- Deposit Scanning
- Notary services

Business Service & Copy Center (per usage fees apply)

- Faxing
- Copying (black/white & color)
- Printing
- Scanning to Email

Video Conferencing (\$50/hour for ComCenter Clients only)

Conduct meetings and interviews around the country or globe from the comfort of our Lakewood Ranch office with real time video and crystal clear audio. Minimize the costs of Air Travel. Eliminate these costs and save hundreds or thousands.

Your Professional meeting Place



ComCenter

ComCenter Lakewood Ranch

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Lakewood Ranch, FL 34202
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ComCenter

Your Professional Meeting Place

Your Personal Desk



www.comcenters.net

What is a Shared Office?

The Shared Office is a collaborative environment where professionals enjoy, connect, and share the benefits of working in an all inclusive executive office suite setting at a fraction of traditional office rents.

It's a great place for the sole entrepreneur, teleworking professional or home-based business person to have a workspace to "touch down" in. Why go to restaurant or coffee house when you can have your own Personal Desk to work in?

How does it work?

- Available to only 6 individual business professionals, you have the opportunity to enroll in your own reserved Personal Desk within the Shared Office Suite.
- You could be in business by now. It's as easy as stopping in, enrolling and getting to work.
- With 24 hours a day access to your Personal Desk, you can conduct your business when it calls you.
- Flexible terms available for one year or less*



Take a Tour of your Personal Desk

- **Business Mailing Address** in a highly desired location of Lakewood Ranch .
- **Furnished Shared Office** with a Personal Desk and chair reserved for one (1) professional member's exclusive use.
- **Signage** on your Personal Desk area and at the entrance of the Shared Office suite.
- **Business Telephone** at each Desk with Unlimited Local Telephone use with voicemail and 3-way conference calling.
- **Live reception** greeting your guests and receiving your packages.
- **High-Speed Internet (LAN)** wired directly to your desktop with easy electrical access for your laptop.
- **24/7 access** and unlimited use of the Shared Office Suite.
- **Lockable File Storage** in your Personal Desk.
- **Free Coffee Service** available from 8:30am to 5:00pm

Only \$475.00 per month!*

Limited to only

6 exclusive members

CALL NOW TO RESERVE

*Terms shorter than one year add 15%

And wait, there's more



Included with your Personal Desk Package are these features and services at **no additional cost:**

Business Telephone Number for your business can be issued or port in your own (worth \$50/mo)

Telephone Answering by our live receptionists with your custom greeting (Monday through Friday from 8:30 a.m. to 5:00 p.m.). Our live telesecretaries will answer and forward your calls to your cell, home, voicemail, or anywhere you specify. (worth \$75/mo)

Private Mailbox & Mail Handling for your letters and packages using our Lakewood Ranch business address. Never miss another overnight package while we receive them and notify you immediately. (worth \$59/mo)

Private Day office or Meeting Rooms for your use by reservation four (4) hours per month. (worth \$140)