

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

The Public Desk

Your Drop-in Workspace



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 use a secluded work space full of amenities?

How does the Public Desk work?

It's as easy as.....Stop, Drop & Work

- **Stop** in at the front desk and grab your free coffee.
- **Drop** down into a secluded work space in our Shared Suite where you can spread out and connect with our free wired internet.
- **Work** with comfort and ease while you make your business calls from our desk phone with unlimited local calls.



A Tour of the Public Desk

- **Conveniently located** in a highly desired business hub of Lakewood Ranch.
- **Furnished Shared Office** with a Public Desk and chair reserved for a professional member's exclusive use.
- **Live reception** to greet you.
- **Business Telephone** at each Desk with Unlimited Local Telephone use with conference calling capabilities.
- **High-Speed Internet (LAN)** wired directly to the desktop along with easy electrical access for your laptop.
- **Drop in Access** to the Public Desk Monday through Friday from 8:30am to 5:00pm.
- **Basic Office essentials** stocked in the desk for your convenient use such as stapler, pens, note pads etc.
- **Free Coffee Service** available from 8:30am to 5:00pm.
- **Flexibility** offered by the hour....just pay as you go. No long-term contracts.
- **Convenient use of Business Services** for making copies, printing documents, faxing and more. You only pay for what you use.

Only \$10/hour

Call Us Now to Try

**\$5/HOUR SPECIAL RATE
for existing ComCenter Clients**

Build a Stronger Professional Image



You can customize your membership to further build and enhance your professional image by adding any of these additional features and services:

Business Telephone Number for your business can be issued or port in your own (\$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. (\$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. (\$59/mo)

Private Day Office & Meeting Rooms at a 20% Discount off our current hourly rates. (as low as \$25/hr)