

Virtual Office Services

Choose the best package for your needs, style & budget.

How do you project a polished professional image without substantially adding to your operating expenses? Our Virtual Office packages are the cost-efficient answer — whether you're just starting out and need to minimize capital outlay; reducing the overhead of permanent office space; or looking to create a more established presence for your business.

With our Virtual Office solutions, you can have it all — for less. The sophisticated image. Any one of our prestigious corporate addresses. Impressive meeting or conference

space if and when you need it. And a warm receptionist to provide a personal interface with the business world. That means no more answering machines. No more call waiting. No more missed — or mixed — messages. Your dedicated phone lines are always answered promptly. So your customers never get a busy signal; and you never miss an important call.

With our Virtual Office options and advanced technology, you can create a commanding presence that says you're successful, professional, and accomplished.

Services	THE EXECUTIVE MEETING ROOM	THE PERSONAL RECEPTIONIST	THE PROFESSIONAL OFFICE
Dedicated inbound telephone number		•	•
Call greeting, screening and transferring (includes 50 transfer/month)		•	•
Voicemail with remote access		•	•
Voicemail to email		•	•
Business mailing address		•	•
Hourly access to office and conference room space	•		•
Monthly space usage credit	\$75		\$100
Building Lobby listing (Westchester only)	•	•	•
Pricing			
Westchester only	\$150/month	\$150/month	\$275/month
Westchester & NYC or NYC only	\$150/month	\$200/month	\$325/month
Set-up charge	\$100	\$100	\$150
Add-On Virtual Services			
NYC mailing address with weekly forwarding to one of Stark's Westchester facilities		\$50/month*	
Additional phone number		\$25/month*	
Additional voicemail box		\$10/month*	
Voicemail to email for additional voicemail boxes		\$10/month*	
Dedicated e-fax number		\$25/month*	
100 Phone Transfers		\$50/month*	
On-site file cabinet		\$75/month*	
Additional \$100/month recurring space rental credit		\$50/month** (3 months commitment)	

*One-time set-up fee of \$25 if not selected as part of initial agreement.

**Cannot be added to the Personal Receptionist package.