

EXECUTIVE SERVICES

We are happy to provide a quote on additional services that are not listed below...

Executive Office Space:

Monthly office rates start at \$375.00.

Answering Service:

We will answer your calls and put the caller into your voice mail. \$100.00 per month. To take messages and then contact you \$150.00 per month.

Phone Service:

Includes, phone, phone # and answering service \$175.00 per month.

Fax Service:

First page \$1.50 first page and \$1.00 per page following

High Speed Internet:

Included to our Executive Suites tenant in the price of the monthly lease rate.

Cable Television:

Ask us.

Administrative Services:

Includes filing, making copies, mail package preparation, etc. \$27.50 per hour.

Word Processing Services:

Lexington Park will provide various administrative and word processing tasks, including mass mailings, labels, filing, etc.

PC Technical Support Service:

\$100.00 per hour \$75.00 minimum per incident. Our staff or partners can assist with technical issues related to your PC hardware, software and network

Copy Service:

Under 500 copies \$.07 each
500 or more \$.05 each

Mail Service:

We will weigh, add postage and mail your packages for you. Cost is price of postage + 25%. For large mailings include the cost of administrative time.

Overnight mail:

\$15.00 per UPS letter size envelope includes postage.

Office Supplies:

Our discounted rate + 20%

Office Furniture:

We can provide office furniture for your office at a monthly rate of \$35.00 additional per month on a 1 year lease or \$45.00 per month on a 6 month lease. If you have your own furniture, we are happy to provide complimentary use of our furniture moving equipment. Just ask.

Conference room:

The conference room can be leased for \$15.00 per hour or \$60.00 per day. Conference room is available to tenants at no additional charge

Corporate Services for non-resident clients:

Answering Service.....\$175.00 per month
Incoming Mail Service....\$50.00 per month
Conference Room.....\$15.00 per hour or \$60.00 per day max.

Courier Service:

Call for rate on project.

Man on the ground:

When you are out of town and just need a man or (woman) on the ground to run an errand, set up a meeting, check out a property, take a picture. Let us know the project and we will provide you with a quote.

Special projects:

If there is a service you are interested in that is not listed, please ask. We will be happy to provide you a quote for that specific service.

Digital Pictures:

We can take and provide digital pictures for virtually anything you can think of. Contact us for a quote.

WEBSITE HOSTING

Web Development & Hosting:

If you are trying to get your business off the ground or are looking to upgrade your current site, we have the resources to offer you a professional presence on the web including website design, maintenance and hosting.

VIRTUAL OFFICE

Lexington Park Virtual Office Package:

Perfect for the local or out of town business that needs a local Cornelius, NC address.

This package includes:

Physical Cornelius, NC address which you can use for your letterhead and to receive mail.

Mail service.

Access to meeting rooms on an hourly basis.

We can serve refreshments when your clients come to meet you.

We can also arrange catering for lunches.

Friendly receptionists to greet your customers.

Mail forwarding. We can hold your mail for pickup or forward your mail daily or weekly.

Secretarial services. Our secretaries are proficient in Microsoft Office.

Access to color printers, copiers, scanners, and more.

Contact us:

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