



The Concierge Level

Services & Rates

- Chattanooga Calling Card** \$150.00/month
 • Internal phone installation/disconnect \$210.00
 Bell South's installation charged to your direct account
 • Telephone answering in Company Name
 • Voice Mail \$30.00/month
 • Company listing on directory in lobby

- Conference Room Rental** \$75.00 / day
 • No charge with *Chattanooga Calling Card* \$40.00 / half day AM/PM

- Day Office Rental** \$60.00 / day
 \$35.00 / half day AM/PM

- Mail/Identity Service** \$30.00/month
 • Remote address delivered to our address

- Postage**
 • USPS Letter Cost plus 30%
 • Expressed items Cost plus 25%
 • Package handling From \$25.00 per month

- Facsimiles**
 • Receiving/send local \$1.50 / page
 • Send/ long distance Cost plus \$2.00 / page

- Printing Services**
 • High speed multi function copier \$0.15 / page
 • 600 dpi laser printer \$1.00 / page
 • Color photo printer/copies \$2.50 / page
 • Camera ready typesetter \$3.00 – 6.50 / page

- Resume Development Service** From \$85.00 / hr.

- Business/Technical Writing Services** From \$85.00 / hr.
 Or per project quote
 • Business and sales letters
 • Proposal composition
 • Policies and procedures
 • Business plans

- Desktop Publishing** From \$ 85.00 / hr.
 Or per project quote
 • Business Presentations
 • Graphic Design

- Business Services** From \$85.00 / hr.
 Or per project quote
 • Bookkeeping
 • Database development and management
 - including mail merges, printing labels
 • Document management

- Word Processing Services** Typing only, \$25.00 / hr.
 Typing with minor edits
 (date, phone, address) \$35.00 / hr.
 Typing major edits from
 \$55.00 / hr.



*Making professional
life a little easier.*

Off-Site

The Concierge Level

600 Republic Centre

633 Chestnut Street

Chattanooga, TN 37450

Telephone: 423.266.6388

Facsimile: 423.266.6784

E-mail: info@theconciergelevel.com

Web: www.theconciergelevel.com

Located in

Downtown Chattanooga at the
corner of 7th and Chestnut Street,
one block east of
Market Street.