



## Private Office

# Services & Rates

### Private Offices

Include:

- Personalized telephone handling, using your company name
- Skilled cordial staff to greet clients and guests
- Use of beautiful conference room
- Company directory listing in lobby

Rates available upon request

### Furniture

Your choice of contemporary or traditional

Quoted based on needs

### Telephone Services

- Internal phone installation/disconnect
- Bell South's installation charged to your direct account
- Phone rental per month
- Two or more lines
- Voice Mail

\$210.00

\$30.00 / month

\$50.00 / line / month

\$30.00 / month / person

### Printing Services

- High speed multi function copier
- 600 dpi laser printer
- Epson Stylus color photo printer

\$0.12 / page

\$1.00 / page

\$2.50 / page

### Postage

- USPS Letter
- Expressed items

Cost plus 15%

Cost plus 20%

### Facsimiles

- Receiving
- Send / local / long distance
- Send / international

\$0.50 / page

\$0.50 / page

Cost plus \$0.50 / page

### Administrative Assistant Services

Monthly minimum 8 hours minimum

- Mailing / shipping assistance
- Filing / project organization
- Equipment assistance
- Typing only – letters, envelopes, resumes, (Microsoft Word – templates/preformatted)

\$18.00 / hr.

### Word Processing Services

- Financial statements (spread sheet software)
- Proposals – no artwork
- Resumes

Typing only, \$25.00 / hr.

Typing with minor edits

(date, phone, address)

\$35.00 / hr.

Typing major edits from

\$55.00 / hr.

### Business Services

- Bookkeeping
- Database development & management – including mail merges, printing labels
- Document management

From \$85.00 / hr.

Or per project quote

### Business/Technical Writing Services

- Business and sales letters
- Proposal composition
- Policies and procedures
- Business plans

From \$85.00 / hr.

Or per project quote

### Desktop Publishing

- Business presentations
- Graphic design

From \$85.00 / hr.

Or per project quote

## The Concierge Level



*Making professional life a little easier.*

### 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](mailto:info@theconciergelevel.com)

Web: [www.theconciergelevel.com](http://www.theconciergelevel.com)

### Located in

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