

Business Center

Check the box for the package requested



Virtual Offices - \$95 Monthly

Stay Visible and Work from Anywhere!!

1. Exterior Business Directory
2. Receive mail and packages
3. Mail forwarding
4. Client pick up and drop off
5. Prestigious street address and suite number



Co Working Space - \$215 Monthly –

A quiet place, quick meeting for a couple hours or just for the day?

1. Contemporary ,furnished Co Working office space
2. Up to 8 hours monthly private office and/or conference room usage
3. Digital Code access to Co working Space
4. Beverage Station
5. Dedicated, high speed Wi-Fi
6. Free Coffee, Tea and Water
7. COVID 19 Workplace Policy



Virtual Office with Coworking Business Center - \$300 Monthly –

Stay Visible and have a presence

1. Exterior Business Directory
2. Receive mail and packages
3. Mail forwarding
4. Client pick up and drop off
5. Prestigious street address and suite number
6. Up to 8 hours monthly private office or conference room usage
7. Digital Code access to Coworking Space
8. Beverage Station
9. Dedicated, high speed Wi-Fi
10. Free Coffee and Tea
11. COVID 19 Workplace Policy

Private Offices (Berne Ice Plant Only) Starting at \$995 –

Resize your office and reduce the overhead

1. Freshly renovated Private Offices (120 - 200sf Second Floor)
2. Includes 2nd Floor Co-Working furnished Business Center with Beverage Station
3. Digital Code Entry to facility and Second level
4. Dedicated high speed WIFI, Water, Electricity and Emergency Back Up Power Included
5. Furnished and unfurnished offices available
6. Exterior and Interior Business Directory
7. Receive mail and packages
8. Mail forwarding
9. Client pick up and drop off
10. Prestigious street address and suite number
11. Up to 4 hours monthly conference room usage
12. Reserved Parking Available for a fee
13. COVID 19 Workplace Policy

Available Business Services (Per Use/Hourly Rates)

- | | |
|--------------------------------|--------------------------|
| 1. Computer Use: Complimentary | |
| 2. Conference Room Rental | \$25/Hr or \$150 per day |
| 3. Fax Receipts | \$1.00/page |
| 4. Fax Sending | \$1.00/Pg Local |
| | \$2.00/Pg USA |
| | \$3.00/Pg International |
| 5. Typing | \$8.00/Pg |
| 6. Delivery Service | \$20 Town Deliveries |
| | \$30 Other |



APPLICATION

CURRENT CONTACT INFORMATION

COMPANY NAME: _____

CONTACT PERSON: _____ POSITION: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHYSICAL ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE#: _____ FAX#: _____

E-MAIL ADDRESS: _____

CURRENT BUSINESS INFORMATION

EIN NUMBER: _____ YEARS IN BUSINESS: _____

TYPE OF BUSINESS _____

DESCRIPTION OF SERVICES: _____

BANKING INFORMATION

COMPANY BANK NAME: _____

BRANCH ADDRESS: _____

CONTACT PERSON: _____ TELEPHONE#: _____



REFERENCES

BUSINESS NAME: _____

CONTACT PERSON: _____ POSITION: _____

CITY, STATE, ZIP: _____

TELEPHONE#: _____ FAX#: _____

E-MAIL ADDRESS: _____

BUSINESS NAME: _____

CONTACT PERSON: _____ POSITION: _____

CITY, STATE, ZIP: _____

TELEPHONE#: _____ FAX#: _____

E-MAIL ADDRESS: _____

BUSINESS NAME: _____

CONTACT PERSON: _____ POSITION: _____

CITY, STATE, ZIP: _____

TELEPHONE#: _____ FAX#: _____

E-MAIL ADDRESS: _____

Please provide two government issued photo identifications with completed application.

I confirm that all the information provided on this application to be true.

Printed Name

Signature



Credit Card Holder's Authorization

In Lieu of presenting my credit card and identification in person, I hereby authorize Smart Tech and Print Solutions to charge my credit card monthly as listed below for services rendered.

Type of Credit Card (Check One)

_____ Visa

_____ American Express

_____ Master Card

Card Number: _____

Expiration Date: _____

Card Holder's Name: _____

Telephone Number: _____ Fax #: _____

Billing Street Address: _____

City, State and Zip Code: _____

Email Address: _____

Amount of Purchase: _____

Note: Photo Identification Required

Card Holder's Signature

Date

