



Great Neck Executive Office Center

Full service and Virtual Office solutions are available to meet all of your office requirements, from identity services, “Reach Me Now Communications, to short-term office rentals. Additionally, we offer complete business support services with personal attention to your unique business needs. Call today and we’ll have you up and running within 24 hours.

● No long term commitment

● Immediate availability

● Pay only for what you use

● **VIRTUAL OFFICE SOLUTIONS**

Address and Mail Identity Services, Receptionist, Personalized Telephone Answering, State-of-the-Art “Reach Me Now” Services

● **SHORT-TERM OFFICE RENTALS**

Individual Offices, Office Suites, Conference Rooms

● **BUSINESS SUPPORT SERVICES**

Word Processing, Typing, Clerical, Copier, Faxing, Postage Handling...

virtual office solutions

● MAIL IDENTITY

- Provides you with a Physical Address and In-Center Mailbox
- Located at Great Neck's prestigious 1010 Northern Blvd Building

● PHONE IDENTITY

- Provides you with a dedicated phone number, personal answering services by a telephone operator during normal business hours, plus:

"REACH ME NOW" COMMUNICATIONS (Optional)

- Unified Messaging – Full Featured Mailbox and Voice Messaging, Includes Forwarding Messages to Email Address
- Inbound Fax – Forwards Faxes to Email Address
- "Phone At Home" – Full Featured Phone In Your Home Via Internet Protocol (IP)

● IDENTITY PLUS

- Includes both Mail Identity and Phone Identity base level packages, plus Lobby Listing.



Work from home, out on the road or wherever else your business takes you, all with more image and professionalism than ever before. Great Neck Executive Office Center offers a full spectrum of address and mail services, including offices and conference rooms available for rent by the hour, day or week. We give you a dedicated phone number and "Reach Me Now" communications, plus we answer your calls—just like your own private secretary.

short term office rentals

● INDIVIDUAL OFFICES

- Individual offices fully equipped with communications lines, phones and high-quality furnishings
- Inside offices and windowed offices
- Utilities and cleaning

● OFFICE SUITES

- Two and three room suites available
- Spacious and fully furnished
- Attractive windowed suites
- Utilities and cleaning

● CONFERENCE ROOMS

- Prestigious executive conference room facility
- Food service delivery within building
- Convenient online access

● "REACH ME NOW" COMMUNICATIONS

- Unified Messaging – Full Featured Mailbox and Voice Messaging
Includes Forwarding Messages to Email Address
- Inbound Fax – Forwards Faxes to Email Address
- "Phone At Home" – Full Featured Phone In Your Home Via Internet Protocol (IP) (optional)



We offer fully furnished and equipped offices, which can be rented daily, hourly, monthly or long term. You'll also have access to receptionists, "Reach Me Now" phone services, and business support, including copying, faxing and document services.

business support services

● KEY BENEFITS

- Full Service Administrative Support
- Professional Appearance
- Time-Saving Production

● CAPABILITIES

GNEOC can manage your documents, contact list and all correspondence; from the creation of letters and brochures, to addressing and delivering to your client via mail, email, or fax.

● WORD PROCESSING AND MAILMERGE

From a simple business letter to a mass mailing

● FAXING AND EMAILING

Incoming and outgoing, with personalized logs and transmittal reports. Microsoft Windows-NT based network with Symantec WinFax Pro, and Microsoft Outlook for email – personally attended email accounts

● COMPLETE COPYING AND POSTAGE CENTER

- Unlimited copying capabilities
- Mail posting



Great Neck Executive
Office Center offers a
variety of professional
administrative services
to help you with
document creation,
mass mailings, faxing
and email...whatever
you need to help
increase your
productivity.

about 1010 Northern Boulevard

Great Neck Executive Office Center facilities include a full range of amenities, from modern furnishings, to fully-equipped and staffed offices, surrounded by a sophisticated corporate environment.

● KEY BENEFITS

- Convenience—24/7 Access
- Efficiency
- Corporate Presence

● CAPABILITIES

State-of-the-art construction and services, located in one of Long Island's premier office buildings near major highways, airports and hospitals.

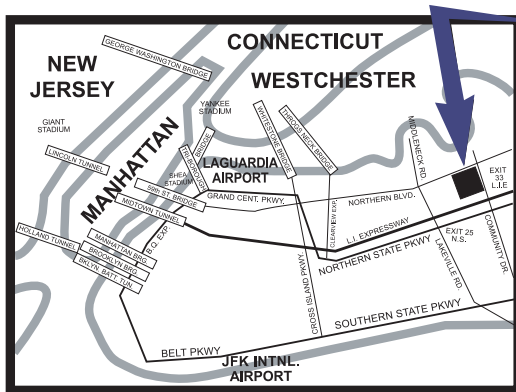
● ON PREMISE BANKING AND CAFETERIA

- Capital One Bank maintains a fully-staffed and complete branch office in the building.
- The cafeteria features a daily selection of both hot and cold entrees and seating for 150 people.

● THREE LEVELS OF INTERIOR GARAGES, AMPLE VISITOR PARKING, AND A DEDICATED BUILDING SECURITY STAFF

- Access card activated building and garages.
- Monitored building and garages with cameras.

Great Neck Executive Office Center is conveniently located near major highways, two university hospital centers and domestic and international airports. The Long Island Rail Road station, only minutes away, schedules



Conveniently Located Near Major Highways

frequent trains directly into Manhattan. The train ride from Great Neck to Penn Station averages 31 minutes. Metropolitan Transit Authority buses, with connections to virtually any point on Long Island, stop right at the front door.

**1010 Northern Boulevard
Great Neck, NY 11021**

virtual office solutions rates

MAIL, PHONE & "REACH ME NOW" COMMUNICATIONS

Mail Identity	\$125 / month
Phone Identity	\$125 / month
Identity Plus	\$195 / month
Set up Charge	\$300

"Reach Me Now" Communications

Includes:

- Unified Messaging	\$25 / month
- Mailbox & Voice Messaging	No Charge
- Inbound Fax	\$10 / month
- Phone at Home (Optional)	\$100 / month

Set up Charge

Call

SHORT TERM RENTALS

Large Conference Room (up to 12 people)	\$35.00 / hour
Small Conference Room	\$25.00 / hour
Day Office (entire day \$150.00)	\$25.00 / hour

Corporate Identity accounts are established as month-to-month after a minimum commitment of three (3) months

short term office rental rates

Large Conference Room (up to 12 people)	\$35.00 / hour
Small Conference Room	\$25.00 / hour
Day Office (entire day \$150.00)	\$25.00 / hour

"REACH ME NOW" COMMUNICATIONS

Includes:

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- Phone at Home (Optional)	\$100 / month
Set up Charge	Call

TELEPHONE & COMMUNICATIONS SERVICES

Initial Set-up Charge	\$300.00 / room
Telephone Set	no charge
Additional Telephone Sets	\$25.00 / month

Business Lines

Main line with phone number	\$35.00 / month
Additional Lines	\$35.00 / month
Additional Voicemail Boxes	\$25.00 each
Fax/Modem Line	\$35.00 / month
Telephone Answering	no charge

Telephone Vendor Technical Support	\$140.00 / hour
Computer Vendor Technical Support	\$165.00 / hour

Data Communications

Shared High Speed Internet Access	
T-1 Installation Set-up (per user) / One Time Fee	\$100.00 / connection
First Shared T-1 Connection	\$100.00 / month
Each Additional T-1 Connection	\$50.00 / month

business support services rates

Secretarial Time \$25.00 / hour
Minimum 15 minutes \$10.00

Word Processing

New Print Out (stored document w/minor changes) \$5.00 / page
New Print Out (stored document w/o changes) \$2.50 / page

Photocopies

Individual Account Code Operated With Generated Monthly Statement
1-300/month \$0.15 Each
301-600/month \$0.12 Each
601+ /month \$0.09 Each
Color Copies \$0.50 Each

Postage Mailing Machine

Generated Monthly Statement Postage amount +25% equipment fee

Merging Letters With Address For Bulk Mailings

Master Letter \$7.00 / Page
Mailing List With Labels \$7.00 / Page
Merge Letter With Mailing List \$0.65 / Letter

Facsimile Service

Incoming FAX \$1.50 / Page
Outgoing FAX \$2.00 / Page + Phone
Charges at prevailing rates.

Emailing

Set-up Charge \$10.00
Incoming and Outgoing Email \$1.00 / pp Typing outgoing email
is \$25/hour (see above)

Projector/VCR TV Monitor \$50.00 / day (over 4 hrs and up to 8 hrs)
\$25.00 / 1/2 day (under 4 hrs)

floor plan

