



70 Linden Oaks, 3rd Floor
Rochester, New York 14625
585-383-5300 Tel
585-383-5305 Fax
oslollc@aol.com Email

BUSINESS SERVICES PRICE LIST

- **TELEPHONE ANSWERING**

One line (including voice mail)	\$75.00/month
Multiple lines (per line)	\$60.00/month
Additional voice mail	\$20.00/month
Phone line	\$20.00/month

- **MAIL STOP SERVICES** \$50.00/month

- **ADMINISTRATIVE SUPPORT SERVICES** \$25.00/hour
Express turnaround time 50% surcharge

- **FAXING**
Incoming/Outgoing \$2.00 Page
Flat rates available

- **POSTAGE** Cost plus 25%

- **PHOTOCOPIES** \$.15/page black & white
\$.75/page color

- **CONFERENCE ROOM RENTAL** \$20.00/hour

- **OFFICE SUPPLIES** Cost plus 25%

- **COURIER SERVICE** Cost plus 25%

LEASING INFORMATION

Our lease terms are either six-month or one-year.

Please call 585-383-5300 for pricing

PHONE SYSTEM INFORMATION

Office Suites does provide a phone with the use of our phone/internet system. We use Time Warner Business Class High Speed for voice and data services. We will provide tenant with phone number(s) and the monthly rates are as follows:

Extension	\$25
Internet Connection	\$50

Long Distance is charged back according to usage.

Usage Rates:

Interstate - .039

Continental US - .059

Canada/Mexico - .069

International – varies

Note: Tenants are not required to use our phone system – they are welcome to have another providers/carrier install services in their suite with all related install and monthly costs billed directly to them.