

**AMATA LAW OFFICE SUITES™**  
**Program Service Pricing – Effective 07/01/2020**

**Phone Only Program**

Features:

1. One business phone line
2. One Voicemail box
3. 3CX phone application
4. **50 Live Receptionist minutes per month**
5. Customizable greetings & call facilitation
6. Message Transcription
7. Voicemails immediately available through phone app or email
8. Control availability with phone app
9. Invitation to Amata socials, networking events, and educational seminars

Monthly Investment: \$40.00

**099**-Refundable Retainer: Equal to one-month fixed fees

Reception minutes used each month over the included amount, will be invoiced at \$1.78/minute. To avoid overage charges additional minutes may be purchased in 100-minute increments at \$162/100 minutes.

\*Tax, fees and applicable 911 charges may apply.

**Phone Program & Business Address**

Includes Phone Only Program PLUS:

1. Access to All Amata Office Suites Locations Throughout the Loop
  - Cafes, lobbies & lounges free for day use
  - Conference rooms & private day offices available for rent
2. Business Address
3. Mail Services
  - Physical forwarding & scanning services available
4. Invitation to Amata socials, networking events, and educational seminars
5. Access to Amata's online community for networking and referral sharing
6. Discounted daily and monthly parking

Monthly Investment: \$220.00

12-month investment: \$176.00

**099**-Refundable Retainer: Equal to one-month fixed fees

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**Virtual Office Plus**

Includes Phone Program & Business Address PLUS:

1. 24/7 Access to all Amata office Suites locations throughout Chicago
  - Cafes, lobbies & lounge free for day use
  - Conference rooms & private day offices available for rent
2. After hours & weekend access to common areas & coworking rooms (location specific) with an \$88 one-time setup fee
3. 24 conference room credits
  - 6 hours of small conference room/day office usage OR 2 hours of large conference room usage
  - Credits roll-over each month agreement is active
  - Discounted parking available

Monthly Investment: \$300.00

12-month investment: \$241.00

**099**-Refundable Retainer: Equal to one-month fixed fees

**Mail Only Program**

Features:

1. Client may use the address on all correspondence
2. Amata will receive and hold mail at center
3. Client can contact the center to inquire what mail has been received

Monthly Investment: \$75.00

**099**-Refundable Retainer: Equal to one-month fixed fees

Additional Options:

1. Weekly mail forwarding via USPS: Priced upon request
2. Expedited mail forwarding upon request: Priced upon request

\*City, State & Federal taxes may be applied when applicable.

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**Conference Room Access**

**How it works**

**For our Members:**

- Lounge and open workspace at any Amata center during regular business hours – free of charge
- Conference room credits may be purchased as needed for \$5.50 each with a month-to-month membership. These credits will remain valid as long as membership is active. Once purchased, no refunds will be available.
- As part of our annual membership program, conference room credits may be purchased monthly for \$4.75 each. Every month, the member will have additional credits added to their credit bank. These credits will remain valid as long as membership is active. Once purchased, no refunds will be available.
- In order to reduce the costs to our members and guests, conference rooms and day offices may be reserved in 15-minute increments:
  - Small conference room and day offices: 4 credits per hour
  - Large conference room: 12 credits per hour
  - Board Room: 16 credits per hour
  - *All conference room use must be paid for prior to access. If a client does NOT purchase credits for any bookings in advance, they will be billed the overage rate of \$8.50/credit.*

**For non-members:**

- Credits may be purchased as needed for \$8.50 each on an as-needed basis.
- Non-members must agree to the Terms & Conditions at [www.amataoffices.com/terms](http://www.amataoffices.com/terms) and make full payment at time of reservation.
- A day pass may be purchased for use of the lounge and co-working space by non-members for \$34/day.

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**Private offices and team rooms**

<b>098</b> -Office Rent	Please contact sales professional
<b>099</b> -Refundable Retainer	Equal to one-month fixed fees
<b>Setup Fees</b>	\$88 (Access card & office key; per person)
<b>3CX</b>	\$40 for 3CX

Features:

- 1. High speed 100 MG Internet access (some locations are equipped with 1 GIG Internet connections)**
- 2. Wireless access throughout the facility**
- 3. Prestigious business address with mail and package handling**
- 4. Mail forwarding and scanning services when needed (postage to forward mail additional)**
- 5. 24/7 access to lounge areas and cafe workspace**
- 6. Includes all standard set-up fees**
- 7. Complimentary access to building gym (in designated facilities only)**

**Monthly Investment**

**086**-Each additional user \$230 each per month (this includes the \$40 phone fee)

Note: **Clients may opt to NOT have Amata provide a VoIP phone, however all clients will be responsible for Communication fees (3CX) as outlined above.** Why? Amata has equipped their offices with state-of-the-art circuits, equipment and programs to provide ready-to-use workspace for our clients. The cost to maintain this infrastructure exists whether clients utilize the VoIP phones or not and include all incoming fiber circuits; firewall protections; wireless router access points; switches; servers; and routers.

**Business Continuation**

**Office/Team room Client Business Continuation**    \$150 (Incl. 2 Mo. Phone/Mail service)

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**Optional Service Enhancements Available**

<b>026</b> -Access card and office key	\$88.00/person
<b>044</b> -Office Key	\$44.00
<b>Building Access Cards</b>	\$44.00/card
<b>081</b> -IP address & 8 Port Switch	\$86.00/month
<b>094</b> -Dedicated IP address	\$13.00/month
<b>082</b> -Rack Storage (any location)	\$75.00/ "U" per month
<b>083</b> -IT Support (Price per hour)	"To be quoted by IT company"
Computer Equipment/Network Setup (Price per hour)	"To be quoted by IT company"
In-Office Cable TV (includes cabling)	\$100.00/month + Set Up: \$358.00
<b>eFax 250</b> incoming/outgoing (Add'l \$.05)	\$5/month
Auto-Attendant (Changes-Price per hour)	\$58/hour after initial set-up
<b>3CX</b>	\$40/month
Toll-Free line charge	To Be Quoted by Phone Carrier
Call reporting	\$35.00 per request
Port Request (inbound/exiting request)	\$55.00
<b>112</b> -Catering	Cost plus 25% [
<b>116</b> -Coffee and water set-up (With one free refill)	\$32.00
<b>117</b> -Water and Ice set-up (Includes one free refill)	\$20.00
<b>020</b> -Lobby Listing	\$18/month
<b>110</b> -Custom Paint Color for private office	\$378.00 (after move-in add \$105)
Storage	See Manager (\$1.25/cubic foot est.)
Parking	Based on location

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**Legal Support Services & Administrative Support:**

<b>Paralegal Support</b> (Price per hour)	\$60.00/hour
<b>Senior Paralegal Support</b> (Price per hour)	\$80.00/hour
<b>Translation/Interpreter – Spanish</b> (Price per hour)	\$80.00/hour
<b>Hand Deliveries/Pick-ups</b>	\$30.00
<b>E-filing</b> (Price per hour)	\$60.00/hour (min charge of \$6.00)
<b>Consultation/Concierge Services</b> (Price per hour)	\$80.00/hour
<b>Table of Authorities</b> (fixed fee + Paralegal Support hourly)	\$130.00 + \$60.00/hour
<b>027-Basic Administrative Support</b> (Price per hour)	\$45.00/hour
<b>028-Messenger</b>	Cost + 15%
<b>010-Fed-Ex</b>	Cost + 15%
<b>008-Postage Services</b>	Cost + 15%
<b>130-Black &amp; White per copy charge</b>	\$0.06
<b>132-Scanning</b>	No charge
<b>133-Follow You B&amp;W Prints</b> (Price per copy)	\$0.06
<b>134-Follow You Color Copies/Prints</b> (Price per copy)	\$0.42
<b>Binding</b> (Price per unit)	\$2.36/unit
<b>136-Incoming/Outgoing Fax</b> (Price per page)	\$0.25/page
<b>137-Shredding</b>	\$1.00 per lb.