

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

Amata Office Centers
Program Service Pricing – Effective 07/01/2020

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.

Amata Office Centers
Program Service Pricing – Effective 07/01/2020

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 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.

Amata Office Centers
Program Service Pricing – Effective 07/01/2020

Private offices and team rooms

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

**Amata Office Centers
Program Service Pricing – Effective 07/01/2020**

Optional Service Enhancements Available

026 -Access card and key per person	Replacement card/key
044 -Office Key	\$44.00
Building Access Cards	\$44.00/card
081 -IP address & 8 Port Switch	\$86.00/month
094 -Dedicated IP address	\$13.00/month
082 -Rack Storage (any location)	\$75.00/ "U" per month
083 -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
eFax 250 incoming/outgoing (Add'l \$.05)	\$5/month
Auto-Attendant (Changes-Price per hour)	\$58/hour after initial set-up
3CX	\$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
112 -Catering	Cost plus 25% [
116 -Coffee and water set-up (With one free refill)	\$32.00
117 -Water and Ice set-up (Includes one free refill)	\$20.00
020 -Lobby Listing	\$18
110 -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

**Amata Office Centers
Program Service Pricing – Effective 07/01/2020**

Legal Support Services & Administrative Support:

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