



Innovative Workplace Solutions

	METRO OFFICES	TRADITIONAL
Private, Furnished Offices		
Kitchen/Lounge Facilities	Included	Space + Furniture + appliances+ Supplies + coffee machines + maintenance
Meeting Rooms – Furniture, LPR Projector, TV/DVD, Video & Web conferencing, White Board, Polycom conference call system, support staff and Misc Equipment	Included*	Space + Furniture + Supplies + AV Eqpt + Maintenance
Guest Offices	8 hours /Month Included	Space, furniture, internet, phones
Worldwide Locations	8 Hours/Month Included	Research + Cost
Janitorial, Cleaning, and Office Maintenance	Included	Cost
Utilities and Landlord Operating Costs	Included	Cost
Telephone System, Set, Lines, and Voice Mail, CAT 5 Voice Cabling, monthly maintenance fees	Included	One-Time Purchase of Phone and Voice Mail Systems + Monthly Charges to Verizon + Maintenance Contract Fees
Multi- Meg Fiber High-Speed Internet Connections & Redundant Network and Firewall protection.	Included	One-Time Installation Charge of fiber Monthly Charges & Maintenance fees
On-Site Management Team	Included	Man Hours + Cost + Benefits
Professional Receptionist & Front Desk Coordinator – Greeting Guest, Telephone Answering and Call Screening, sign for deliveries, and booking of meeting and training rooms.	Included	Full-Time Receptionist+ Benefits + Management Responsibilities + Call Answering Software, Computer and Maintenance on call answering software
Administrative Support: Bilingual staff, Word processing, Desktop Publishing, PowerPoint, Excel, Database Management, Scanning, color printing, and more.....	Available in .6 minute increments	Full-Time Assistant + Benefits + Management Responsibilities
On-Site Incoming and Outgoing Mail Processing On Site; certified and return receipt mail, UPS, Fed-ex, DHL supplies.	Included	Man Hours + Purchase, Maintenance, and Monthly Postal Service Fee of Postage Machine
Travel Arrangements	Available on site	Man Hours
Fax, Color Copiers, Scanners, Binding Machines	.10/copy .49/color and scanning Fax/Included Binding Costs Vary	Monthly Leasing Fees + Maintenance Fees + Supplies, paper and toner