



VIRTUAL OFFICE SERVICES



Need a virtual office solution? ... We have what you need ...

Source Office Suites offers standard or customized plans to meet the needs of the business professional, whether spending the day on the road, a client facility or at your home office.

Mail Processing Package

- Professional business address
- Mail and package receipt

Telephone Answering Package

- Private telephone number
- Voice mail with 24-hour message retrieval
- Personalized call screening 8:30am – 5:30pm Monday—Friday, excluding Federal holidays

Business Class Service

- Mail Processing Package included
- Telephone Answering Package included
- 4 hours conference room/guest office access (reciprocal use of all Source Office Suites business centers)

First Class Service

- Business Class Service included
- Dynamic Extension (rings up to 3 phone devices simultaneously)
- Advanced Unified Messaging (voicemail messages to email)

Optional Services

- IP Phone (handset, user license, poE power supply)
- Dynamic Extension (rings up to 3 phone devices simultaneously)
- Advanced Unified Messaging (voicemail messages to email)
- Pre-Paid Conference Room Usage
- Mail Forwarding Services (weekly)
- Mail Delivery Confirmation
- 411 Directory Listing
- Additional Voicemail boxes
- Self-service copy, scan, fax machine

One Time Fees

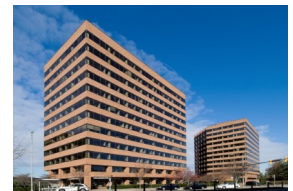
- Refundable Security Deposit
- Voice Line & Voicemail Box Activation
- 411 Directory Listing set up
- Lobby Directory Listing (optional)



Reagan Building, WDC



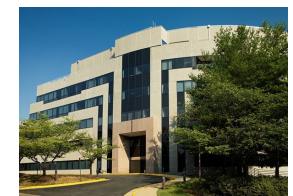
Farragut Square, WDC



Arlington, Virginia



Tysons, Virginia



Reston, Virginia



Rockville, Maryland

