



ADMINISTRATIVE SERVICES GUIDE

Victoriana Executive Suites, 1301 East Broward Boulevard, Suite 330, Fort Lauderdale, FL 33301

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PERSONAL SUPPORT SERVICES

Admin/filing	\$29.00/hr
Word Processing	\$35.00/hr
Enhanced Word Processing	\$42.00/hr
Desktop Publishing	\$50.00/hr
Tech Support	\$85.00/hr

* There is a 25% surcharge for all rush documents

PHOTOCOPYING SERVICES

\$0.12 per copy monthly for 1-700 copies

\$0.10 per copy monthly for 701-1000 copies

\$0.08 per copy monthly for 1001+ copies

FACSIMILE SERVICES

Receiving:

1-100 pages	\$1.00 per page
100 pages	\$0.50 per page

Sending:

Local	\$1.00 per page
Long Distance	\$2.00 per page
International	\$3.00 per page

COFFEE/BEVERAGE SERVICE

\$15.00 per set-up which includes: coffee, ice, filtered water, cold sodas and hard candies.

CATERING

Custom catering available to fit your specific requirements. Prices available upon request.

BOOKKEEPING/ACCOUNTING SERVICES*

Performed on your program of choice:

Quicken, QuickBooks, Peachtree, Time Slips.

Program set-up, training and assistance also available. Forensic services. CJA/JAC billing. Client billing services. Write-up services.

Rate: \$65.00 /hr.

*This service does not apply against per office monthly personal support charges. There is a 25% surcharge for all Rush work performed.

COLOR COPYING SERVICES

\$1.50 per page

Color Transparencies-\$2.50 per page

Additional copy plan available for volume users.

MAIL SERVICES

POSTAGE – U.S. Postal Service Rate plus 25%

EXPRESS MAIL – Standard Federal Express

UPS and local courier rates

NOTARY SERVICES

\$5.00 per document

SCANNING SERVICES

\$1.00 per page

E-filing for Court as per Enhanced word processing rates

Editing as per word processing rates

BOARD ROOM/MEETING ROOMS

8 (eight) hours per month included for each lease.

Additional time available for In-house Tenant

\$25.00/hr or \$150.00 day rate. Court Reporting

Firms Welcome for \$30.00/hr or \$200.00 day rate for regular rooms.

TELECOMMUNICATIONS

Each Telecommunications Package includes:

Two voice lines with unlimited local usage, display telephone with speakerphone, integrated voicemail and fax line. All equipment maintenance and service is included. \$159.00 per package. High Speed Internet Access - \$70.00 per user.

*Long distance charges may apply.

COMPUTER NETWORKING

Interoffice computer networking service available onsite.

LCD PROJECTOR

Available upon request for an additional charge.