



Executive Business Center

619 Main Street • P.O. Box 3177
Grand Junction, CO 81502
Phone/Fax: (970) 256-9570
E-mail: admin@harrissuites.com
Website: www.harrissuites.com

BASIC SERVICE FEATURES

All included at no extra charge:

- **PRIVATE OFFICE** with 24-hour access, 7 days a week.
- Range of office sizes/rates:
 - Minimum: 125 sq. feet – Minimum: \$455/month
 - Maximum: 400 sq. feet – Maximum: \$855/month
- **ON-SITE RECEPTIONIST** during business hours in comfortable reception area offering:
 - Personal telephone greeting
 - Call screening and message direction
 - Customer greeting in reception area
 - Mail receipt and delivery
- **24-HOUR VOICE MAIL** accessible from any phone.
- **FREE E-MAIL ADDRESSES** with harrissuites.com
- **TELEPHONE SYSTEM** with access to over 100 system features and options.
 - Bresnan VoIP with unlimited long distance
 - Web-based programming and setup
 - Instant voice mail notification to e-mail
 - Automated voice mail service with one mail box
 - Multiple line service. Individual phone and fax numbers
 - Analog fax/modem port ... and much more
- **CONFERENCE ROOMS** with visual aids, including digital projection system for client/customer meetings.
- **ONE PARKING SPACE** in lot next to the building
- **ALL UTILITIES AND OFFICE MAINTENANCE**, including refrigerated air conditioning, are provided.
- **NOTARY PUBLIC SERVICE**

OPTIONAL (EXTRA CHARGE) SERVICES AVAILABLE

- **HI-SPEED DIGITAL COPIER/FAX/SCAN-TO-E-MAIL**
Combination package rate available of \$50 for up to 1,000 pages photocopied, faxed or scanned, and \$.075 for additional pages. Or \$.075 per page without package
- **BROADBAND/WIRELESS INTERNET ACCESS:** 18 MB dedicated Internet connection, accessible via Ethernet or 802.11g/h wireless.
- **PARKING RATES** for additional reserved parking: \$25
- **ADDITIONAL TELEPHONE/PORTS:** \$20

WE ALSO OFFER ...

MEETING AND CONFERENCE ROOMS that may be rented on hourly or daily basis.

BUSINESS IDENTITY PACKAGES to provide downtown business address and professional telephone answering, plus use of conference and meeting rooms.