



Cost Comparison: Conventional Office vs. Executive Suite Office Space

	Conventional Office Space		Executive Suite Office Space (or "Office Business Center")	
Office Space Rental	Reception area, conference room, kitchen, equipment, work space (750 sq. ft)	\$1,250.00	Private executive suite office (150 sq. ft)	\$1,000.00
Staffing Requirements	Administrative assistant to act as office manager, operator, receptionist	\$2,500.00	Executive suite staff	\$0
Employee Benefits	Vacation, sick leave, disability, health insurance, training	\$ 400.00	Executive suite staff	\$0
Secretarial Tasks	Included in administrative assistant's salary	\$0	Use of 701 Executive Suite staff for an average of 10 hours per month at \$28/hr	\$280.00
Equipment Leases	Complex photocopier, computer/printer for staff, fax machine, postal scale and meter	\$350.00	Use of executive suite equipment \$50 (500 copies) and \$10 (postage plus 20% markup)	\$60.00
Telephone Equipment & T1 Line	Lease and maintain complex equipment & T1 line	\$350.00	Use of executive suite telephone line	\$150.00
Internet	Hardwire high-speed access	\$100.00	Internet access	\$62.00
Office Supplies	Paper for fax and copier, developer, toner, ribbons	\$150.00	Use of executive suite equipment	\$0
Coffee/Tea/Water/Ice	Napkins, paper towels, hand/dish soap	\$100.00		\$0
General Furniture	Lease conference room table and chairs, reception area furniture, desk and chair for assistant, microwave, refrigerator, coffeemaker, icemaker, etc	\$250.00	Included	\$0
Office Maintenance	Security service, utilities, repairs, janitorial	\$100.00	Included	\$0
Monthly Costs		\$ 5,600.00		\$ 1,552.00
TOTAL Annual Costs		\$ 67,200.00		\$ 18,624.00