

## Walk-In Services

### Meeting Rooms

Included:

- Internet: wifi and wired
- Ample free parking, covered and uncovered
- Professional receptionist to greet your guests
- Flat-screen monitor, whiteboard, conference phone

### Training Room

Ideal for seminars, trainings, presentations, and large group meetings. Our flexible training room seats up to 25 people at tables, and more with available folding chairs.

- \$150/two-hour session

### Conference Rooms

For your important meetings and presentations.

- Large, seats 12: \$65/hour
- Medium, seats 10: \$60/hour (*Woburn only*)
- Small, seats 6-8: \$55/hour

### Day Offices (*Woburn only*)

Beautifully furnished private offices available by the hour, day, or week, from 8 AM to 5 PM, Monday through Friday.

- \$35/hour

### Additional Services

- **Professional Services:** \$10/15 minutes (word processing, projects, copying, etc.)
- **Printing:** \$10/15 minutes, plus .15/black and white page; .99/color page
- **Fax receiving and sending:** \$1/page
- **On-site notary:** \$20, by appointment
- **Projector:** Available upon request (*Woburn only*)

