

Virtual Office Programs

Obtain a high-profile virtual office for a fraction of the cost. Look big, on short money! As your business grows, only Cummings Properties can offer you a seamless transition from virtual office to coworking space to full-time traditional space, all from one company.



Mailbox \$50/month

- Prominent business address
- Client-friendly rates on conference rooms, day offices, and training room
- Mail handling, sending, and receiving, plus email notifications of package delivery

Virtual Office \$175/month

Includes everything above plus:

- Local phone number with 24/7 voice mailbox
- 16 hours/month of private, furnished office space

Virtual Office Premium \$255/month

Includes everything above plus:

- Professional receptionist answering and handling your calls during normal business hours

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
- **Mail forwarding:** \$10 flat fee/use, plus the cost of postage
- **Fax receiving and sending:** \$1/page
- **On-site notary:** no fee, by appointment

Meeting Rooms

Conference Rooms

- Large, seats 12: \$60/hour
- Medium, seats 10: \$55/hour (*Woburn only*)
- Small, seats 6-8: \$50/hour

Training Room

- Seats 25: \$130/two-hour session

Day Offices (*Woburn only*)

- Furnished offices, wifi included: \$30/hour

*Client prices listed REV 1/22