

Virtual Offices – Westlake Village

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THE EDGE
BUSINESS SUITES

- Market your business using our prestigious business address
- Have your phone calls answered by our professional receptionist using your company's name
- Comprehensive Mail Services that includes package receiving and handling
- Use of Conference Room or Office space by the hour, day or week
- Your Company Name on the building lobby directory listing
- Voicemail service accessible 24/7 with e-mail alerts
- Professional and Friendly Receptionist/Concierge to greet your guests
- Sound Proofed Offices
- You can also use many additional Services and Business Equipment as needed
- Brand new building in Westlake Village
- Located off the 101 Freeway near:
 - Four Seasons Hotel Westlake Village
 - Hyatt Westlake Plaza
 - Westlake Promenade
 - 32 miles to Burbank Airport



Westlake Village Executive Suites

Virtual Office Programs

- Business Address \$50/month
- Business Phone (direct to voicemail) \$50/month
- Hallway Signage \$15/month
- Lobby (and Hallway) Directory Listing \$25/month



• Packages

- “Office Identity” \$125/month
(Business Address, Phone with Call Answering)

• Full “Office Identity”

(Office Identity Package + Room Conference Room/Office Usage)

- 4 Hours \$200/month (\$65 savings)
- 8 Hours \$300/month (\$105 savings)
- 12 Hours \$395/month (\$150 savings)
- 18 Hours \$500/month (\$255 savings)
- A La Carte Room Rates (w/ an above service)
 - Conference Room \$35/hour - \$150/day
 - Day Offices \$25/hour - \$100/day
- Walk-In Room Rates
 - Conference Room \$40/hour - \$250/day - \$140/half-day
 - Day Offices \$30/hour - \$150/day - \$80/half-day

