



CHATTANOOGA
AREA CHAMBER OF COMMERCE

VIRTUAL OFFICE

*Chattanooga Hamilton-County
Business Development Center
100 Cherokee Blvd.
Chattanooga, TN 37405*

The *Business Development Center's Virtual Office* is designed to provide all the amenities and luxuries of a personal office to certain individuals who may temporarily need a meeting place or a center of operations. This office accommodates every aspect of your own personal office. Other services, such as: postage, copying, and faxing, is provided by the "BDC" front office. The rental rates, service rates, and *Virtual Office* criteria, are listed on the attached form. If the terms set forth herein conform to your satisfaction, please indicate your acceptance by filling out the information below and signing in the space provided for your signature.

(Personal Information):

Name: _____

Company Name: _____

Phone Number: (Daytime) _____ (Evening) _____

Address: _____

City, State, Zip: _____

(General Information):

❖ **Length of time needed for *Virtual Office*: (Please Check)**

_____ 1/2 day _____ 1 full day _____ 1 week _____ 1 month

❖ **Purpose of *Virtual Office* usage:**

❖ **How did you learn about the "BDC" *Virtual Office*?**



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Phone: (423) 648-6760 *** Fax: (423) 752-1700

SERVICE RATES, RENTAL RATES & CRITERIA

Clerical Services

Copier Usage

<u>Time</u>	<u>Charge</u>	<u>Copies</u>	<u>Charge</u>
15 minutes	\$ 5.00	1-200	\$0.12
30 minutes	\$ 10.00	201-400	\$0.10
45 minutes	\$ 15.00	401-500	\$0.09
60 minutes	\$ 20.00	Over 501	\$0.08
		* Color paper \$0.13 *	

Rental Rates

Security

Deposit.....\$100.00

Monthly Rate..... \$300.00

Weekly Rate.....\$100.00

Daily Rate.....\$ 50.00

1/2 Day Rate.....\$ 25.00

Fax Usage

<u>Type of fax</u>	<u>Local</u>	<u>Long Distance</u>	<u>Int'l</u>
Transmit – first page	\$0.50	\$1.25	\$1.50
Each additional page	\$0.25	\$0.50	\$1.00
Receive	\$0.25	\$0.25	\$0.25

Postage: Regular rates apply; no additional charge.

Please note: All items within the *Virtual Office* are property of the Business Development Center.

The Management of the Business Development Center checks this room after every tenure. If any item is discovered missing or if the office is not in its original state after your occupancy, a fine and/or revoked office privileges may be applied.

If you have any questions, please contact the Business Development Center's Management Office at (423) 752-4301.

Signature of Virtual Office Occupant

Date

Signature of Business Development Center Official

Date