



## RATES

### Private Offices

Availability as of 12/14/20

#### Suite 100

Business Center Office Availability:

Office 101: corner exterior office:

Office 102: window exterior office: Not Available

Office 103: interior office w/interior window: Not Available

Office 104: interior office w/interior window: Not Available

Office 105: corner exterior office: Not Available

Office 106: window exterior office: Not Available

Work Space: furnished very large open space  
with exterior windows: Not Available

Office 107: window exterior office: Not Available

Office 108: window exterior office: Not Available

Office 109: corner exterior office: Not Available

Office 110: corner exterior office: Not Available

Office 111: window exterior office: Not Available

Office 112: window exterior office: Not Available

Office 113: very large corner office: Not Available

Office 114: window exterior office: Not Available

#### Suite 210

2-room suite

two-office suite:

#### Seminar Room–Sub Office

Special conditions apply:

#### Overview:

We offer fully equipped, ready-to-use private offices with availability of phone services including long distance, Wi-Fi and CatVI Ethernet available. Discounted rates for access to meeting rooms and services. Also enjoy kitchen / lounge area with free coffee and tea and access to Administrative and Concierge Services.





## Virtual Office Service Levels

### Mailbox Service:

- A physical address for your business.
- Receipt of mail and packages for your business.
- Mail forwarding.
- Receptionist to greet your clients.
- Discounted access to conference and work rooms.
- Optional Package includes all of the above plus:
  - Toll free Fax number with fax-to-email
  - 6 Hours of Day Office access
  - Access to copiers, scanners and printers
  - Complimentary coffee

### Telephone Service for the Virtual Office:

- A local phone number for your business and the option of having your phone answered by a live receptionist on behalf of your company. Calls are transferred to voicemail with Voice-to-email capability. Included services:
  - Live attendant call answering.
  - Free cell recording:
    - 100 free minutes included per month
  - 24/7 after-hours auto attendant.
  - Toll free fax number
  - Fax to email
  - Private voice mailbox
  - Voice to e-mail service
  - Wi-Fi access
  - Discounted rates on Conference and Work Rooms
  - Access to copiers, scanners and printers.
  - Business day access to facilities.
  - Complimentary coffee.
- Optional Package includes all of the above plus:
  - Call screening
  - Call forwarding to remote location.



# EdgeWater at Airport Center



## Virtual Office:

Combo Mail Service & Telephone Service Plus-2 Day Office

Combination of the above two services plus 2-days use of an on-site Day Office

Combo Mail Service & Telephone Service Plus-4 Day Office

Combination of the above two services plus 4-days use of an on-site Day Office



Optional Packages include all of the above plus:

2 additional days of Day Office use

Call screening

Call forwarding to remote location.

## Overview:

**Mail Services** include a fixed, physical mailing address. Our receptionist signs for packages and you can pick them up when convenient for you or choose to have them forwarded to a location you specify.

**Telephone Services for the Virtual Office** include a dedicated local phone number for your business. A live operator will answer with your company greeting and transfer or forward calls to remote location or voicemail.

Also available is Voice to e-mail service so you can retrieve your messages on your schedule.

Combo Mail Service and Telephone plans include private office usage each month, access to reserve conference rooms, free wi-fi access and free refreshments.

Additionally, on-site Administrative and Concierge services are available.





# EdgeWater at Airport Center

## Available Assets to Assist Your Business:

### Conference Rooms and Day- Office Space:

#### Large Conference Room

The large conference room is equipped with a 45 inch display powered by a Macintosh running OSX9. Fifteen participants can be seated at the conference table with expandability for additional seats in the same room. Catering available.

#### Small Conference Room:

The small conference room seats 8 at the main conference table and an additional 5 at the ad mini conference table in the adjoining mini conference room. Equipped with Dry Erase Board and audio conference availability.

#### Day Office:

Equipped with a desk and phone.

#### Cubicle Space:

With phone service.

#### Collaborative Space

Large space that can be customized to accommodate your needs. Cubicle space or training room setups are available.

### Overview:

Our drop-in meeting rooms, Day Offices and Collaborative Space are available by prior reservation by the hour or by the day. Video-conferencing capabilities, catering services and administrative support are available.





# EdgeWater at Airport Center



## Phone Services:

Small Business Service:

Package includes:

- Unlimited local and 500 minutes long distance (US)
- Discounted international calling
- DID\_ Direct Inward Dial number
- 4 lines so you never miss a call
- Voicemail and voice to e-mail
- Call forwarding
- Find-Me Follow-Me functionality
- Polycom 550 handset
- Conference calling capability

Optional Services;

Main Business Line

Call screening:

Call forward offsite:

Above optional service includes live answer by receptionist at your main number. Calls are then routed the appropriate extension.



# EdgeWater at Airport Center

## **Graphic Art Services for Print and Web:**

Full in-house graphic arts capability utilizing the following programs:

- InDesign
- Illustrator
- Photoshop
- Adobe Creative Suite
- QuarkXpress

Create any size print project including:

Business cards

Newsletters

Publications:

Brochures

Handouts

Flyers

Signage

Collateral Sales Packages/materials

Photo retouching

Small Graphic Projects:

Create any size project from business cards to full scale publications using our in-house graphics arts services.

Medium or Large Graphic Projects:

For large projects you can purchase blocks of time at discounted rates.

Commercial Printing:

Utilize our business partners for discounted commercial printing.

Print -Copy -Scan -Fax:

10 cents per copy for print, scan and copy.

**Administrative Support:**

General office assistance for every task from preparing an envelope to processing an entire mailing.



# EdgeWater at Airport Center



## **Food and Drink Service:**

Free Unlimited coffee and tea service included in facility fee.  
Health drinks, sodas and snacks available. Catering services available.

## **Office Internet Services:**

Visitor:

Small Business Office Internet Connectivity:

Cat VI wiring and Wi-Fi access included



## **Enterprise Style Internet Access:**

Dedicated channel

Includes public IP, all security and firewall services and dedicated bandwidth.

## **VPN Setup and Hosting:**





# Edgewater at Airport Center

## Edgewater at Airport Center

In the heart of the Piedmont Triad, Edgewater at Airport Center is located within the Airport Center Complex at the intersection of Cornerstone Drive and Regional Road. The Airport Business district is home to major corporations including Honda Jet, Volvo Trucks, Mack Trucks, RF Micro Devices, BB&T, Fed-X Cargo and Sorting Hub, Bank of America, New Breed Logistics and Timco Aviation. We are three minutes from the PTIA passenger terminal and three minutes from the General Aviation terminal.



Located in Airport Center adjacent to the Piedmont Triad International Airport. Just off Cornerstone Drive just west of the airport and west of Regional Road. Turn right into Airport Center and turn right again into Edgewater at Airport Center.



6520 Airport Center Drive  
336-235-3440

