

Corporate Office Concepts, Ltd.

Your Success Is Our Business



the ideal office

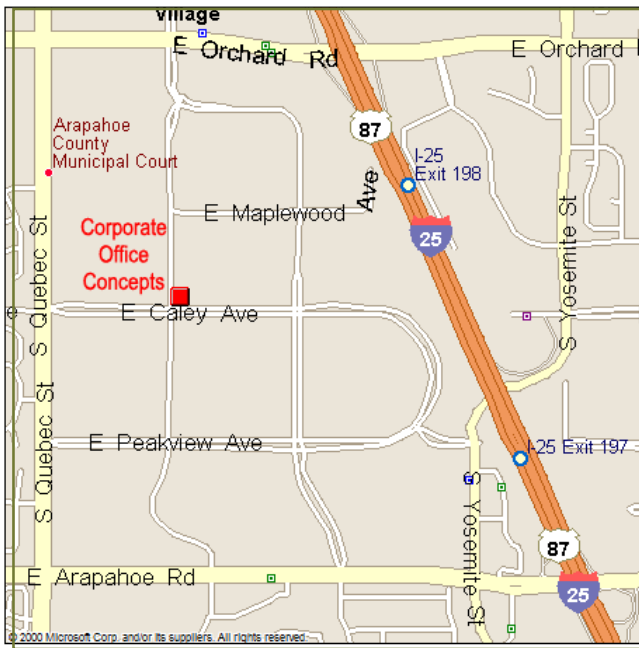
Carrara Place Premier Executive Suites
6200 South Syracuse Way, Suite 125
Greenwood Village, Colorado 80111
Phone (303) 779-6700 Fax (303) 779-8082
www.corporateofficeconcepts.com



the *Concept*

Corporate Office Concepts, Ltd. is a service-oriented facility enhancing your executive image and allowing you to take more time to satisfy and care for your customers without exhausting your budget. Corporate Office Concepts, Ltd. has knowledgeable staff to assist you with your business needs and is always striving to achieve the highest standards in the industry. Our employees are here for you.

our facilities



Located in Carrara Place, one of the finest buildings in the heart of Greenwood Village, our executive suites are just a short distance from I-25, only 20 minutes to Downtown Denver and 40 minutes to Denver International Airport. Corporate Office Concepts, Ltd.'s facilities are in a desirable location—close to your home and easy access to many amenities.

Our professional suites are on the plaza level atrium and are uniquely designed with a beautiful view of the Rockies. An eatery, serving breakfast and lunch items, is also located on the plaza level.

Our facility is over 12,000 square feet of premium office space. These offices are arranged in varying sizes from 100 square feet to 285 square feet. This information packet will provide you with an overview of our facility and an opportunity to plan your company's growth.



our *Offices*

Create a professional, upscale identity for your organization in our Class A office center with complete support staff, common areas, conference room, reception area, work area, copy center, and equipment that are essential to every business. Some amenities are included, but others, such as copies, long distance, fax, postage, secretarial services, etc. are charged on an as-you-need basis.

included with each suite



- Our receptionist to meet and announce your clients
- Personalized answering of your telephone lines
- Two conference rooms available for your use
- Company name listed on the building directory
- A facsimile number to use on your business cards and letterhead
- 24-hour, seven days a week access to your private office
- Complimentary outside parking
- Janitorial services and Utilities
- Use of common areas including reception area and kitchen

rent for suites

Small Suite-1 workstation	\$400-500/month
Medium Suite-2 workstations	\$600-700/month
Large Suite-3 to 4 workstations	\$800-1,000/month

telecommunication charges

Telephone Lines	\$ 50.00/line/month
Voice Mail	\$ 10.50/box/month
T1 Internet Access	\$ 65.00/month
Underground Parking	\$ 50.00/month

opening charges

Set-up Fee (one time)	\$ 200.00
Telephone Installation	\$ Included
High Speed Internet Access Installation	\$ Included
One Month Deposit	\$ OPEN
Monthly Rent	\$ OPEN



virtual Offices

Today, many people work from their home. However, for meeting clients, they need a professional, upscale identity for their organization. We can take care of your everyday business needs by providing those essential services and also present the image of having a full-time office with a support staff. Our Virtual Office Program allows you to use our business address and fax number as your own, on your company letterhead and promotional materials. In addition, you receive quality telephone answering support and incoming mail handling.

included with virtual office program



Our receptionist to personally answer your telephone with unlimited messages

Use of our address and facsimile number on your business cards and letterhead

Sorting of your mail which is placed in your own mail box

Complimentary parking for you and your guests

charges

Basic Plan \$125.00/month

Includes Phone Number:

Personalized answering by receptionist during regular business hours

Unlimited Messages

Business Address

Basic Plan with 10 hours Conference Room Use/month \$200.00/month

Additional time in conference room \$ 20.00/hour

Voice Mail Box \$ 10.50/box/month

Set-up Fee (one time) \$100.00

Deposit One month's service



our *S*ervices

time-based administrative support

Word Processing	\$30.00/hour
Desktop Publishing	\$40.00/hour

All charges are billed in 6 minute increments. A 24-hour turnaround is required on small to medium projects. For completion time on large projects, please consult secretarial staff. Rush projects are billed at time and one-half.

Corporate Office Concepts, Ltd. bases its charges on Industry Production Standards which are based on average time required in the performance of specific duties for project production by a professional word processing operator.

binding service and supplies

Up to 1/4"	\$ 1.00 each
1/4 to 1/2"	\$ 1.50 each
1/2 to 1"	\$ 2.00 each
Over 1"	\$ 2.50 each
Clear Covers	\$.50 each
Windowless Grain Covers	\$.50 each

Processing time for binding is charged at the administrative support rate above.

82 x 11 mailing envelopes	\$.25 each
92 x 14 mailing envelopes	\$.50 each
#10 envelopes	\$.10 each
Transparencies	\$.75 each
Transparencies (copied) an additional	\$.12 each



photocopying service

Letter and/or Legal \$.12/copy

fax service

On-Site Clients

Sending \$ 1.00/page

Receiving \$ 1.00/page

Monthly Fax Program

Receiving \$.10 per page

Sending Line charges + 20%

Off-Site Clients

Sending/Receiving \$ 2.50 per page

Postage Postage + 20%

postage/overnight delivery

UPS Delivery Carrier's Charge + 20%

Airborne Express Delivery Carrier's Charge + 20%

Local Delivery Carrier's Charge + 20%

Phone Lines \$50.00/line

telecommunications

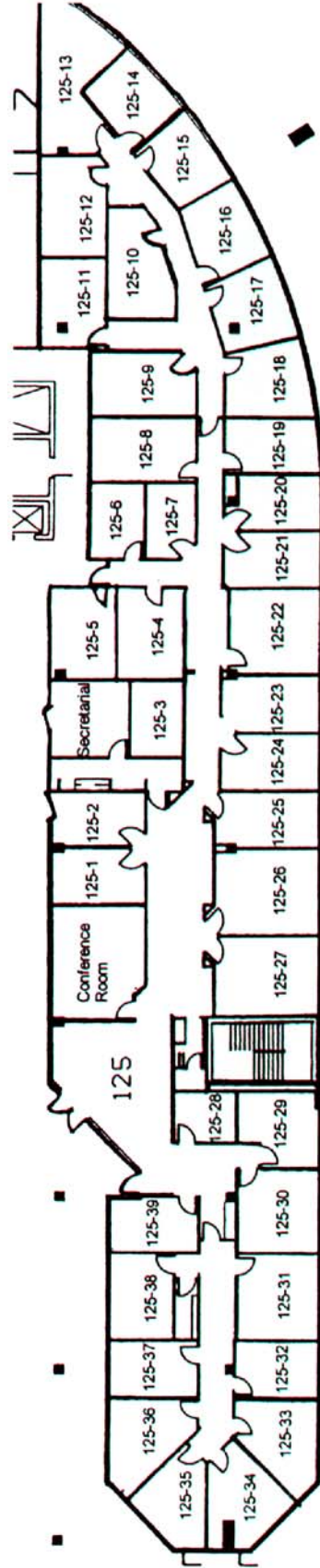
Voice Mail \$10.50/box

T1 Internet Access \$65.00/month

Prices are subject to change without notice 02-09



floor Plan



CARRARA PLACE
6200 S. SYRACUSE WAY
ENGLEWOOD, COLORADO
80111

SCALE REDUCED



client *T*estimonials

PGS Partners, LLC

The administrative staff at Corporate Office Concepts cares as much about my business as I do. They respond quickly when needed. They go the extra mile and make suggestions in order to make my writing as clear as possible and the materials look highly professional. I value their input and they have had a major positive effect on my business. This type of initiative and contribution is difficult to find any more.

Peter G. Spanberger, Ph.D.

Endur-All Technologies, Inc.

Thank you for your high quality and fast response to our everyday business needs. You and your staff have made coming to work fun and your personal attention to the office environment has made us more effective at our business.

Ron and Mike Mathewson

Attorney at Law

As an office services client of Corporate Office Concepts over the last 7 years, I have enjoyed the outstanding quality of service provided. I appreciate the personal interest taken in understanding your clients' businesses and willingness to help them succeed in their business efforts.

Thomas J. Huzjak

The Ticket Firm

We have received exemplary service and attention to our needs which, at times, were very specific. Particularly those crazy days of major events when we counted on you to help us out not only with manpower, but needing to set up additional space, phones, computers, etc. to handle the extra work load on a moments notice. Without the personal care and involvement, I'm not sure it could have been accomplished.

Medina Rosner



References

the ticket firm ————— general electric railcar services

Contact: Medina Rosner
Phone (303) 773-7144

Contact: Warren Sonaty
Phone (303) 721-7827

roth & associates, cpa ————— endur-all technologies

Contact: Roberta Roth
Phone: (303) 773-7155

Contact: Ron Mathewson
Phone (303) 670-0774

pgs partners, llc ————— employee benefit plans

Contact: Peter Spanberger
Phone (303) 779-6700

Contact: Cathy Larson
Phone (303) 290-9226

Additional references furnished upon request



our *G*uarantee

your success is our business _____

We at Corporate Office Concepts, Ltd. would like to thank you for your time and interest in our company.

From this Information Packet, we hope you have been able to examine the full range of services we offer. These services are provided for you on a guaranteed basis. We want you to be satisfied with the work which we perform for you.

Please let us know if you would like more information. We would be more than happy to answer any questions you may have.

Sincerely,

Corporate Office Concepts

