

# Rockefeller Group Business Centers

## 45 Rockefeller Plaza

### Office Space Accommodations:

- ▷ Flexible Terms
- ▷ Furnished Private Offices
- ▷ Space Ranging from 85 Sq. Ft to 235 Sq. Ft.
- ▷ Virtual Office Support Facilities
- ▷ Fully-appointed Lobby and Common Areas

### Professional Support Staff:

- ▷ On-call Voice and Data Support
- ▷ Personalized Phone Answering
- ▷ Visitor Reception and Greeting Service
- ▷ "As Needed" Business Support Services
- ▷ Mail & Shipping Services



### Serviced Office Environmental Features:

- ▷ Staffed Reception
- ▷ On-site Business Center Office Management
- ▷ Fully-equipped Kitchen with Beverage Service
- ▷ Full Service Copy Center
- ▷ Multiple On-Site Conference Rooms
- ▷ 24/7 Secured Access
- ▷ Located in the Rockefeller Center Complex

### Technology:

- ▷ Unified Messaging
- ▷ Cisco 7960 IP Phones with Dedicated Circuitry
- ▷ Multiple Voice and Data Ports
- ▷ Scalable Internet Bandwidth
- ▷ Personal Online Phone Management
- ▷ Network and IT Support
- ▷ Audio/Visual Equipment Available

45 Rockefeller Plaza, Suite 2000  
New York, NY 10111  
212 332-3400 Fax: 212 332-3401

[www.rgbc.com](http://www.rgbc.com)

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## Business Office Plan

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### Full-Time Workspace Alternatives

- ▷ Individual Offices
- ▷ Office Suites
- ▷ Clusters of Offices or Suites
- ▷ Team Rooms

### As a subscriber to The Rockefeller Group "Business Office Plan," benefits and services available to your company include:

- ▷ Flexible terms for office space
- ▷ Space ranging from 85 sq. ft. to 235 sq. ft.
- ▷ Expansion and relocation options to any Rockefeller Group Business Centers location
- ▷ Certified IT support as needed and when needed
- ▷ Variable bandwidth packages for Internet connectivity
- ▷ Cisco VoIP platform with unified messaging
- ▷ Voicemail delivered via email in .wav format
- ▷ Personal online phone management via web portal
- ▷ Find-me-follow-me call routing
- ▷ Personal auto attendant
- ▷ eFax number
- ▷ 24/7 secured access

### On-site Business Support Team

- ▷ One point of contact for all of your needs
- ▷ Professional receptionist and greeting service
- ▷ On-site facilities management
- ▷ Administrative services as needed, including desktop assistance, binding, printing, and scanning

### Prestigious Offices and Services

- ▷ Meeting rooms and conference center
- ▷ Copy centers
- ▷ Postal delivery and shipping center
- ▷ Fully-equipped kitchen
- ▷ Specialty beverage service, including Flavia coffees, tea and filtered water

### The Stability of The Rockefeller Group Behind Your Business and In Front of Your Customers

- ▷ Long-term commitment to quality, first-class office facilities and amenities
- ▷ Unparalleled delivery of excellent customer service

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Product and Description	Monthly
<b>Telephone Handset:</b> Cisco® 7960 Series IP Phone includes Standard Web Portal which enables you to manage voicemail and access other services from any standard web browser. Features include play/delete voicemail from any PC with audio capabilities; add your personal telephone directory with click to dial from your PC; forward your calls to any chosen number; turn on Do Not Disturb and change your password. You may also view details of incoming and outgoing calls to include the phone number, name of caller if unblocked, date, time and length of call.	\$125
<b>eFax:</b> Enjoy the convenience of having your faxes delivered to your email account as an Adobe® PDF file attachment. Also provides the ability to send faxes directly from your computer. (500 pages per month included)	\$40
<b>Fax:</b> This is your traditional fax line. Your personal fax number will be forwarded to any number you designate.	\$50
<b>Voicemail to email Notification:</b> You can receive an email alert telling you that you have a voicemail. This will help you avoid constantly checking in for important voicemails. Receive to your computer or PDA - anywhere you can retrieve email.	\$40
<b>Emailing of Voicemail in a .wav file:</b> Not only will you receive a notification of a voicemail via email, you will actually receive the voicemail itself. You can listen to the emails on your computer, and forward important messages to your colleagues. You can also save them to your computer for future reference.	\$45
<b>Soft Phone:</b> Enjoy the benefits of your IP phone wherever you can get a broadband internet connection. "Hotel" (import/export) your office phone profile directly to your remote PC or laptop. Wherever you can get an internet connection, your office phone and all of its features travel with you. Place and receive calls as if you are in the business center no matter where you are in the world. Requires 911 waiver and Soft Phone software.	\$100
<b>Additional Telephone Number with Voicemail Only:</b> The number is answered by the operator in your name or your company's name and the caller is sent to voice mail. After hours calls go directly into voicemail.	\$75
<b>Additional Telephone Number with Call Forwarding:</b> The same as above but with the added feature of allowing your calls to be forwarded to another number during business hours. After hours calls go directly into voicemail.	\$115
<b>Voicemail Box:</b> Additional voice mail boxes can be added to your profile for use with an auto-attendant or through the operators during business hours.	\$25
<b>Personal Auto Attendant:</b> Add the features of a traditional auto-attendant to your personal line. You can give the caller options to transfer to your associate, your cell phone, back to the "main number" or to any number you designate. You may also choose an auto attendant for your main company line.	\$30
<b>Deluxe Web Portal:</b> Standard Web Portal features plus a TAPI Driver for dial-from-Outlook capability and Find-Me-Follow-Me service. Make calls with a click right from your Outlook program, immediately activating your Cisco phone. Allow certain callers to follow you from the office to your cell phone to your home phone, to be certain you will never miss that urgent call.	\$15
<b>Customized Music/Promotions on Hold:</b> Change to one of the numerous Hold Music options provided by M5 or use your own CD or audio device.* Available to clients whose phones ring directly in the office. *additional charges apply	Please Inquire

Start up fees apply for all VoIP features

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# Rockefeller Group Business Centers

## Virtual Office Plan

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### **Where You do Business Says a Lot About Your Business**

Our "Virtual Office Plan" (VOP) provides your business with the professional image of a full-time office at a fraction of the cost.

As a VOP subscriber, Rockefeller Group Business Centers' unparalleled "Commitment to Excellence" is behind your business and in front of your customers.

### **As a subscriber to a Virtual Office Plan, the services available to you are:**

- ▷ World-renowned business address
- ▷ Dedicated telephone number
- ▷ Meeting facilities on an as needed basis
- ▷ Building directory and 411 listing
- ▷ Private access code for self-service copying and scanning
- ▷ Unified messaging with VoIP technology
- ▷ Voicemail delivered via email in .wav format
- ▷ Find-me-follow-me call routing
- ▷ Personal online phone management via web portal
- ▷ Authorization code for outbound dialing in conference rooms
- ▷ Personalized answering service by professional staff during business hours
- ▷ Fax services, including eFax
- ▷ Professional receptionist and greeting service
- ▷ Full-time on-site management and administrative staff
- ▷ Business support services including document design, media presentations, desktop publishing, and concierge services on an as needed basis
- ▷ Mail handling and forwarding
- ▷ Full service shipping center: USPS, express, and courier services
- ▷ Beverage service and fully-equipped kitchen

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# Rockefeller Group Business Centers

## VoIP Feature Menu / Virtual Office Plan

Product and Description	Monthly
<b>eFax:</b> Enjoy the convenience of having your faxes delivered to your email account as an Adobe® PDF file attachment. Also provides the ability to send faxes directly from your computer. (500 pages per month included.)	\$40
<b>Fax:</b> This is your traditional fax line. Your personal fax number will be forwarded to any number you designate.	\$50
<b>Soft Phone:</b> Enjoy the benefits of receiving and sending calls using your RGBC telephone number wherever you can get a broadband internet connection. Includes an "off-net" calling plan for domestic calls. (International calls will be billed separately.)	\$100
<b>Additional Telephone Number with Voicemail Only:</b> The number is answered by the operator in your name or your company's name and the caller is sent to voice mail. After hours calls go directly into voicemail.	\$75
<b>Call Forwarding:</b> The same as above but with the added feature of allowing your calls to be forwarded to another number during business hours. After hours calls go directly into voicemail.	\$45
<b>Voicemail Box:</b> Additional voicemail boxes can be added to your profile for use with an auto-attendant or through the operators during business hours.	\$25
<b>Voicemail to email Notification:</b> You can receive an email alert telling you that you have a voicemail. This will help you avoid constantly checking in for important voicemails. Sent to your computer or PDA - anywhere you can retrieve email.	\$40
<b>Emailing of Voicemail in a .wav file:</b> Not only will you receive notification of a voicemail via email, you will actually receive the voicemail itself. You can listen to the emails on your computer, and forward important messages to your colleagues. You can also save them to your computer for future reference.	\$45
<b>Personal Auto Attendant:</b> Add the features of a traditional auto-attendant to your personal line. You can give the caller options to transfer to your associate, your cell phone, back to the "main number" or to any number you designate. You may also choose an auto attendant for your main company line.	\$30
<b>Hard Forward:</b> Calls never reach RGBC, they are redirected to your chosen phone number at the switch level.	\$25

Start up fees apply for all VoIP features.

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# Rockefeller Group Business Centers

## Business Support Services

### All Services

(Minimum charge ¼ hour)

**Administrative Assistance** \_\_\_\_\_ \$42/hour  
Rush \$64/hour

**Keyboarding** \_\_\_\_\_ \$50/hour  
Rush \$75/hour

**Technical Support**  
(1 hour minimum)

Tier 1 \_\_\_\_\_ \$185/hour  
Tier 2 \_\_\_\_\_ \$270/hour

**Conference Rooms\*** \_\_\_\_\_ \$50/hour  
**Conference Room A** \_\_\_\_\_ \$55/hour  
\*Cancellation charges may apply.  
Walk-in rates are higher.

**LCD Projector** \_\_\_\_\_ \$40/hour  
\*Cancellation charges may apply.

**Vendor Services** \_\_\_\_\_ Cost + 25%

**M/A/C (Move/Add/Change) Charge**  
Each per service \_\_\_\_\_ \$75.00

### Photocopies

1 - 100 copies \_\_\_\_\_ 15 cents/page  
101 - 400 copies \_\_\_\_\_ 12 cents/page  
401+ copies \_\_\_\_\_ 9 cents/page

### Color Copies

#### Letter/Legal

1 - 100 copies \_\_\_\_\_ \$1.25/copy  
101+ copies \_\_\_\_\_ \$0.75/copy

#### 11x17

1 - 100 copies \_\_\_\_\_ \$2.50/copy  
101+ copies \_\_\_\_\_ \$1.50/copy

### Fax Services

Incoming \_\_\_\_\_ \$1.25/page  
Outgoing\* \_\_\_\_\_ \$2.25/page  
\*Plus cost of phone call.

**Scanning** \_\_\_\_\_ \$3.50/page

**CD Burning** \_\_\_\_\_ \$5.00/each  
\*Administrative service time may apply.

**Binding** \_\_\_\_\_ \$50/hour  
\*All material included.

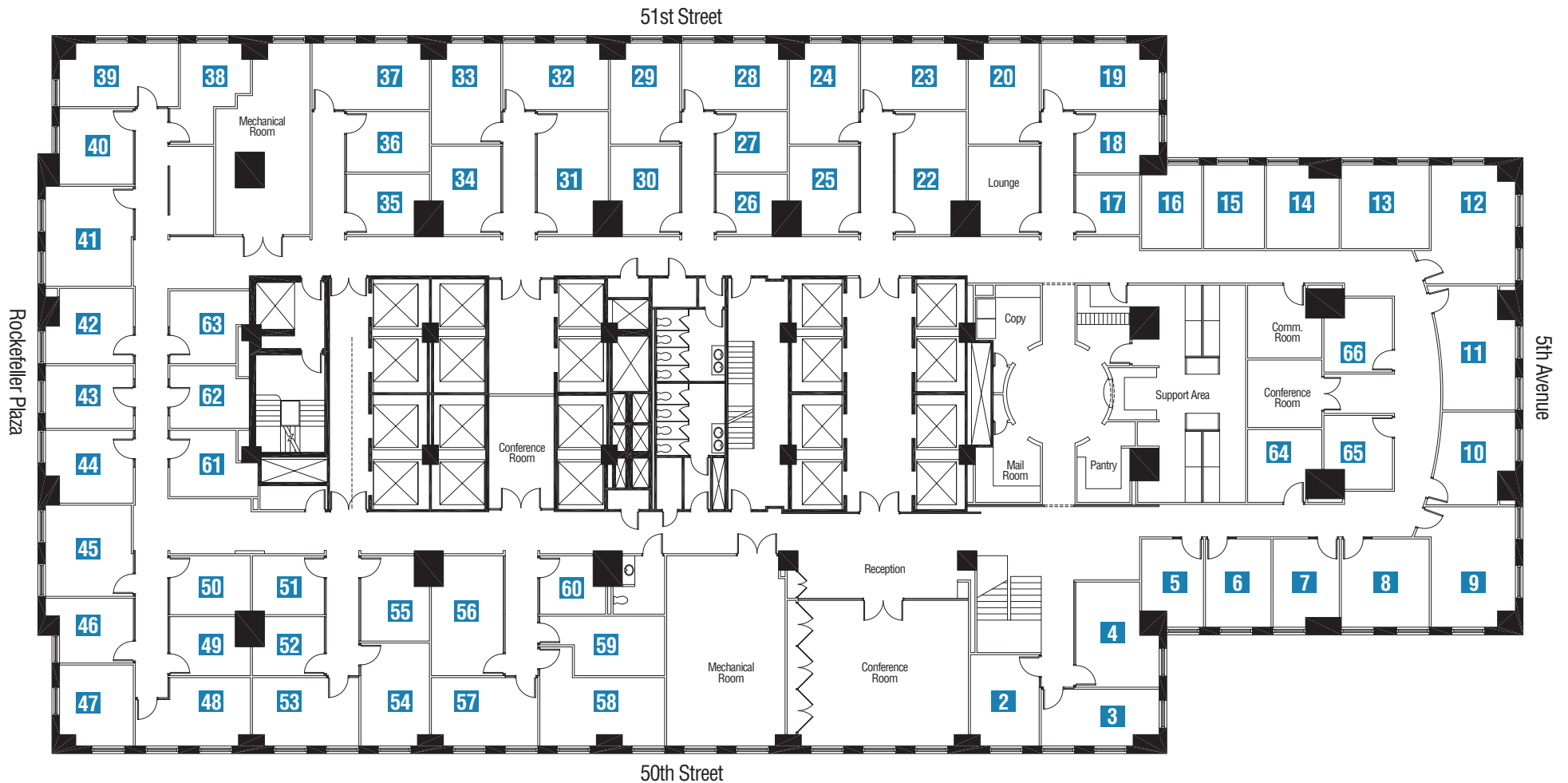
**Quick Bind** \_\_\_\_\_ \$5.00/each

*Prices subject to change at discretion of RGBC.*

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20th floor



21st floor

