



Cost Comparison: Conventional Office vs. Executive Suite Office Space

		Conventional Office Space	Executive Suite Office Space (or "Office Business Center")
Office Space Rental	Reception area, conference room, kitchen, work space (750 sq. ft)	\$1,250.00	Private executive suite office (150 sq. ft) \$1,000.00
Staffing Requirements	Administrative assistant to act as office manager, operator, receptionist	\$3,500.00	Executive suite staff \$0
Employee Benefits	Vacation, sick leave, disability, health insurance, training	\$ 400.00	Executive suite staff \$0
Administrative Tasks	Included in administrative assistant's salary	\$0	1600 Executive Suite staff for an average of 10 hours per month at \$30-40/hr \$350.00
Equipment Leases	Complex photocopier, computer/printer for staff, fax machine, postal scale and meter	\$450.00	Use of executive suite equipment \$100 (500 b/w copies, 100 color prints) and \$10 (postage plus 20% markup) \$110.00
Telephone Equipment & T1 Line	Lease and maintain complex equipment & T1 line	\$350.00	Use of executive suite telephone line, personalized answering, voicemail box, email alerts of v/m \$120.00
Internet	Hardwire high-speed access	\$250.00	Hardwire high-speed internet access \$100.00
Office Supplies	Paper for fax and copier, developer, toner, ribbons	\$150.00	Use of executive suite equipment \$0
Breakroom Supplies	Coffee, tea, dishes, glasses/mugs, silverware, napkins, paper towels, hand/dish soap	\$100.00	Included \$0
General Furniture	Lease conference room table and chairs, reception area furniture, desk and chair for assistant, microwave, refrigerator, coffeemaker, icemaker, etc	\$250.00	Included \$0
Office Maintenance	Security service, utilities, repairs, janitorial	\$100.00	Included \$0
Monthly Costs		\$ 6,800.00	\$ 1,680.00
TOTAL Annual Costs		\$ 81,600.00	\$ 20,160.00