

# Executive Office Space Provider COMPARISON WORKSHEET



Section 1 - SERVICE & AMMENITIES	Facility A	Facility B	Facility C
What Is The Office Type? Is It An Exterior (With A Window), Or An Interior (Without A Window)?			
What Is The Square Footage Of The Office?			
What Is The Length Of Term Or Number Of Months Of The Agreement?			
How Much Is The Office Monthly Fee (Including Furniture)?			
What Is The Monthly Fee Per Person For Gourmet Coffee Service And To Use The Kitchen Amenities?			
How Much Is The Monthly Fee Per Person For Bundled Telephone And It/internet Services Combined?			
How Much Is The Monthly Fee Per Person For Telephone Services Only?			
How Much Is The Monthly Fee Per Person For It/internet Services Only?			
What Is The Cost To Have My Main Business Line Professionally Call Answered?			
What Is The Cost To Have My Main Line Professionally Call Answered With Call Screening?			
How Many Hours Of Complimentary Use Of Meeting Space Is Included In The Office Monthly Fee?			
<b>Total Monthly Fixed Fees</b>			
Section 2 - ONE-TIME FEES	Facility A	Facility B	Facility C
How Much Does It Cost Per Person To Get Your Office Set-up & Ready?			
How Much Does It Cost Per Person To Set-up & Program My Telephone Service?			
How Much Does It Cost Per Person To Set-up & Program My Internet Service?			
How Much Do You Collect For A Fully Refundable Service Retainer?			
What Are The Fees At The End Of The Agreement To Transition My Telephone & Mail Services?			
<b>Total One-time Fees</b>			
Section 3 - TOTAL CONTRACT VALUE	Facility A	Facility B	Facility C
<b>Monthly Fixed Fee x Term In Months</b>			
<b>Total One-Time Fees</b>			
<b>Total Contract Value (The True Cost Of Your Executive Office Space)</b>			