

# Executive Offices. Affordable Price.



**SAVE  
BIG-TIME!**  
ON CAPITAL AND  
MONTHLY COSTS

Capital Expenses	Traditional Office Space	Plaza Suites
Office Interior Build-Out	\$45.00 /sq. ft.	Included
Office Furnishings	\$2,800.00	Included
Reception Station	\$2,500.00	Included
Staff Hiring Costs	\$2,000.00	Included
Utility and Rent Security Deposit	\$3,000.00	\$495.00 and up
Conference Room Furnishings	\$9,940.00	Included
Phone System	\$4,700.00	Included
Fax Machine	\$200.00	Included
Network router, wiring, etc.	\$2,800.00	Included
<b>Total Startup Costs:</b>	<b>\$34,695.00</b>	<b>\$495.00 and up</b>

Monthly Expenses	Traditional Office Space	Plaza Suites
Rent Expense	\$1,200.00	\$495.00 and up
Telephone Lines	\$150.00	Included
Telephone Usage	\$65.00	\$65.00
High Speed Internet	\$80.00	Included
Repairs and Maintenance	\$125.00	Included
Coffee & Beverage Service	\$60.00	Included
Receptionist	\$2,000.00	Included
-Health Insurance	\$480.00	Included
-Unemployment, S. Security, etc.	\$260.00	Included
-Vacation coverage	\$80.00	Included
Postage Machine	\$120.00	Included
<b>Total Monthly Expense:</b>	<b>\$4,995.00</b>	<b>from \$560.00</b>

## Streamline Your Office For Success.

No need for contracts with service providers. No need to hire office help. No need to purchase furniture or pay gas and electric security deposits, business machines, employment costs, data/communications costs and dozens of other expenses and capital costs. *Just do what you do best and we'll do the rest.*

### Professional Reception Services.

Professional receptionist will answer incoming calls according to your preference and forward calls to you when you are away from your office. Your Guests and Clients are greeted in a courteous manner and can wait in our comfortable waiting areas.

### Tons of Free Stuff!

#### Free Internet.

Each office is provided with a high-speed internet connection with cat-5 networking capability.

#### Phone Line Included.

Your office will be provided with a 2-line phone set capable of 3-way conference calling, speed dialing, internal calling, the ability to transfer calls and more. Voice mail with anytime/anywhere secured access is also included.

#### Conference Rooms.

Every Plaza Suites has a prestigious conference room of executive boardroom quality, seating up to 25 people, equipped with wireless internet connection and Visual/Audio aids for presentations.

ONE MONTH FREE RENT!  
**716.874.4880**  
CALL TODAY FOR DETAILS

**PLAZA  
SUITES**

#### Four Great Locations

1207 Delaware Avenue  
Buffalo, NY 14209  
Phone: 716.874.4880  
Fax: 716.332.6170

[www.plazasuites.net](http://www.plazasuites.net)

# Plaza Suites Shared Services

## Complete List of Services

Wherever you work, you need the tools to help you be successful. At Plaza Suites, we provide these tools as part of your lease.

### Prestigious Business Address.

All our Plaza Suites are located on the main business corridor in Buffalo with one in the heart of downtown.

### Traditional Furnishings.

All offices come furnished with a traditional cherry wood executive desk and matching lateral file cabinet. Some offices also include bookcases as well as small conference tables. Desk and chairs are included.

### Utilities.

All offices are air-conditioned and all utilities are included without charge or separate security deposits.

### Janitorial Services.

### Kitchen Facilities.

All Plaza Suites have a central kitchen with refrigerator, microwave and break room.

### Mail/Package Handling.

Our in-house postage meter makes mailing your documents effortless. Simply hand them to your receptionist.

### Access to Copy & Fax Machines.

Tenants are assigned an access code for anytime self-use of the copy or fax machine.

## Visit Us Online!

Check out our available offices or get more info at:



[www.plazasuites.net](http://www.plazasuites.net)

## Four Great Locations



1207 Delaware Avenue, Buffalo, NY



534 Delaware Avenue, Buffalo, NY



651 Delaware Avenue, Buffalo, NY



70 Niagara Street, Buffalo, NY

## Need Transitional Office Space?



Flexibility is just one of our trademarks at Plaza Suites. Not only do we cater to fulltime businesses, we also partner with professionals looking for a short term stay while in a transitional phase. If you are in need of a Class A business facility while awaiting completion of your full time site, or simply in town temporarily, we can provide a unique working environment for you. No need to sign contractual agreements with the utility companies, phone services or internet providers, our offices include all of these amenities plus many more.

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