

FULL-TIME OFFICE PROGRAM



Full-time Office Program includes:

- Heat and AC
- Building maintenance
- Fully stocked kitchen
- Free covered parking garage
- Fully furnished private office
- 24-hour access
- Ability to add/expand when needed
- Short-term agreements to fit every need
- Use of center address, fax number for business cards, stationery, website
- Mail service: outgoing mail is metered and sent out daily, incoming mail is delivered to office suites
- Utilities
- Janitorial services
- Office manager on site
- Fully furnished reception area

Additional services:

- Building directory listing
- High-speed Internet access
- Telecommunications packages
- Administrative support service
- Personal telephone answering service
- Use of color copier, printer, and scanner
- Equipment rental (LCD overhead projector)
- Acceptance and sending of overnight packages
- Access to fully furnished conference room, training room, and/or private office (coffee set-ups, catering events)
- Personalized door sign
- Notary Public



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