



# Proposal for Office Space & Business Services

## Capstone Property Management LTD. (Capstone)

We are pleased to offer the following terms and conditions under which Capstone will provide office space and other business services.

### Office Configuration & Monthly Rental Rate:

- Office Number 21 (Please refer to the floor plan on page two)

### Included Services:

- One (1) telephone, line & voicemail \_\_\_\_\_
- One (1) shared high-speed internet connection \_\_\_\_\_
- One (1) shared fax/modem line \_\_\_\_\_
- Kitchen use/beverage service for two (2) persons \_\_\_\_\_

*\*Please see page three for a full list of services that are included in our monthly rate, as well as charges associated with optional pay-per-use services such as photocopies, postage, etc.*

### All-Inclusive Monthly Rental Rate:

The Total monthly rental rate for teh above office space and services shall be \$ \_\_\_\_\_.

### Customized Phone Rates:

Flat rate of \$75.00/ month; includes unlimited local and domestic calls. International rates shall be provided at a cost plus 10%

### Security Deposit:

Equivalent to one month's rental rate (\$ \_\_\_\_\_). Deposit is fully refundable upon termination of the lease.

### Installation Fees:

Includes setup of all telephone equipment, lines, voicemail boxes, high-speed internet connections, and a fax line. This fee is \$150.00/ phone line.

### Commencement Date:

#### Summary of Initial Charges:

Description	Amount
First Month's Rental Rate	\$ _____
Security Deposit*	\$ _____
Installation/ Setup Fees	\$ _____
Grand Total	\$ _____

#### Recurring Monthly Charges:

Description	Amount
Rental Rate	\$ _____
Phone Rate Package	\$ _____
Grand Total	\$ _____

*\*Fully-refundable upon termination of lease.*

*\*\*Grand Total does not include the optional Lobby Listing.*