



## Office Space Cost Comparison

The following demonstrates the value and savings in selecting Solutions Office Suites over traditional office space. The comparison shows the cost differences between a single user office at Solutions Office Suites and a traditional 1,000 SF office lease

The 1,000 square foot traditional office space is designed to include a reception area, office, conference room, break area, supply room and associated equipment.

### Initial Investment

	TRADITIONAL OFFICE	SOLUTIONS OFFICE SUITES
Tenant Improvements	10,000	Included
Reception/Lobby Furniture	4,500	Included
Meeting Room Furniture	8,750	Included
Office Furniture	3,100	Included
Employment Screening	2,100	Included
Telephone Equipment	5,800	Included
High-Speed Internet Access Equipment	1,500	Included
Internet Firewall and Network Cabling	3,000	Included
Fax Machine	250	Included
Deposit/Retainer	4,200	1,400
<b>Total Initial Investment</b>	<b>43,200</b>	<b>1,400</b>
<b>Initial Investment Savings</b>		<b>41,800</b>

### Annual Expenses

Office Rent (incl. operating exp.)	25,000	16,800
Internet Access	4,200	1,200
Phone Service (w/ long distance)	2,400	960
Administrative Assistance (incl. benefits)	38,000	1,800
Color Copy/Scan (1,000 pages per month)	12,500	3,600
Coffee & Beverage Service	1,200	240
Postage Machine Lease (postage not incl.)	720	Included
General Maintenance	1,200	Included
<b>Total Annual Expenses</b>	<b>85,220</b>	<b>24,600</b>
<b>Annual Savings</b>		<b>60,620</b>

**Total Savings - (Year 1)**

**102,420**