

TradeCenter

EXECUTIVE SUITES

FULL-TIME OFFICE

Full-time Office Program includes:

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

Optional services:

- Building directory listing
- High-speed Internet access
- Telecommunications packages
- Administrative support service
- Use of color copier, and printer
- Personal telephone answering service
- Equipment rental (overhead projector, LCD)
- Access to fully furnished Conference Room, Training Room, and/or Private Office (coffee set-ups, catering events)
- On-site catering
- On-site daycare
- Large conference room
- Accept and send overnight packages



781-933-3335

TradeCenterSuites.com