



## FULL-SERVICE EXECUTIVE OFFICES & Virtual Offices

### Located at Woodbridge Office Park

1337 Howe Avenue, Suite 250  
Sacramento CA 95825  
(916) 247-2500 office  
(916) 290-0563 fax  
[admin@fastbreaktech.com](mailto:admin@fastbreaktech.com)

#### STEPS TO COMPLETE:

1. Fill out our application
2. Fill out the Letter of Authorization Local Number Portability
3. Fill out the Automatic Payment Enrollment (for Telecom services)

#### EXECUTIVE SERVICES INCLUDED:

1. Professional Answering Service and call transfer by Ellen Reason
2. SharedBand Internet - 2 Technologies combined, reduces downtime
3. Mail Services
4. Daily Janitorial service

#### SECRETARIAL SERVICES AVAILABLE:

1. Scanning & Faxing
2. Scanning & Emailing
3. Copying
4. Postage Services for USPS, UPS, Fed-EX, and On-Trac Overnight

#### REQUIRED ONE-TIME SETUP FEES:

1. \$25 /phone number - Telephone number port from At&t
2. \$75 phone installation & voicemail setup
3. \$250 deposit for Linksys VOIP phone, color digital screen



#### REQUIRED MONTHLY FEES:

1. Your rental fee per the Commercial Rental Application
2. \$75 – SharedBand Internet, Surewest & Comcast (billed to your credit card)
3. \$65 /phone (not per phone number) – FBT Telecom Services (billed to your credit card)
  - a. Includes unlimited local and long distance in USA & Canada. All calling features are free: Caller ID, Call Waiting, Call Forwarding, Call Transfer & Voicemail.
  - b. Optional 200 minute phone available for \$40 /month.

#### OPTIONAL MONTHLY FEES:

1. \$25 – Covered Parking Spot reserved for you
2. \$100 – Signage on Howe Avenue
3. \$15 – Efax services, faxes go to your email Inbox rather than a fax machine
4. \$18 – Email & Web Hosting for your domain, includes support by Fast Break Tech