

## **STANDARD SUITE SETUP**

The Executive Office Suites at 20 Warren Street come with a host of standard features. These fully furnished one- and two- person suites are 'Plug and Play' ready – allowing you to conduct business within hours of signing a lease. Our goal is to provide the highest quality turnkey office environment with unmatched flexibility.

### **SINGLE & DOUBLE SUITES**

(each person receives the following)

- ❖ Granite work surface (9 feet)
- ❖ Lateral file (2 drawer)
- ❖ Box & file drawer
- ❖ Nortel Norstar telephone
- ❖ 2 Digital phone lines & extensions
- ❖ 1 Analog line for fax/dialup
- ❖ High-speed internet access
- ❖ Directory signage (1 panel/suite)

### **CONFERENCE ROOM**

- ❖ 6 person conference room
- ❖ Nortel Norstar with teleconferencing
- ❖ Whiteboard

### **KITCHENETTE**

- ❖ Refrigerator
- ❖ Microwave

### **COPIER, FAX & PRINT AREA**

- ❖ High-speed Toshiba copier with fax and print features
- ❖ Access code controlled with monthly billing

### **RECEPTION AREA**

- ❖ Comfortable to match the high-end suites furnishings

### **SECURE ACCESS**

- ❖ 24 hour secured building
- ❖ Key code access with an annunciator system for visitors