

Services & Features

Resaca Plaza Executive Suites provides the following services and features with each tenant plan:

- Private office accessible 24 hours a day, including weekends
- Free parking with traffic light access to Bee Caves Road
- On-site office manager and business center with administrative staff
- Professional receptionist to greet your clients
- Phone service including: phone line with unlimited local and 100 included minutes of domestic long distance calling, full duplex speaker and DID number, call log with one button dial-back on incoming and outgoing calls, conference calling for up to eleven people, and option for standard and alternate greetings
- Voicemail box accessible 24 hours a day
- Black & white and color copier access with 70 black & white pages included per month
- Self serve fax and scan machines
- Secure broadband internet capability
- Secure Wi-Fi access
- Mail and parcel distribution
- Conference Room and In-Focus Machine with 6 included hours per month
- Break room with vending machines and complimentary coffee
- Lobby directory listing and individual mailbox
- Beautifully furnished reception area
- Utilities, maintenance and janitorial services

Resaca Plaza Executive Suites provides the following ADDITIONAL services and features with each tenant plan:

- If your business requires a more inclusive level of support, Resaca Plaza Executive Suites offers the following services upgrade at \$195 per month:
- Administrative and secretarial support including (up to six hours per month):
 - Personal phone answering support
 - Voice over capability to your office on urgent or important calls
 - Mail services (Fedex, UPS, etc.), postage mailing and package receipt
 - Catering support and coordination
 - Meeting arrangement and coordination
 - Photocopy and fax assistance
 - Basic word processing and typing services
- Basic unified messaging to route your phone messages to your mobile device, land line and/or email address
- Additional phone line or private fax line
- Offsite message and urgent message notification
- Conference bridge number and calling for up to 8 parties via toll free number
- Twelve hours of conference room time per month (based on availability)
- One toll free number with no monthly recurring charge

Additional services and associated fees are rendered on an as-needed basis.

Corporate Experience. Hill Country Charm.

www.resacaplaza.com

