

# SHARED OFFICE ENVIRONMENT

Princeton Office Solutions (POS) is a **professional office and business center** that services over 90 successful businesses. With as little as 48 hours' notice, you can move into one of our tastefully decorated offices.

Office amenities include complimentary use of all conference and meeting rooms, office mail delivery, call patching and part-time call screening. Secure high-speed fiber optic Internet service, LAN/WAN connections, and our new telephone service is also available. The **in-house business center** provides a postage meter, packaging supplies, color copier, and presentation materials. We also offer a **sit-down kitchen** with refrigerator/freezer and microwave!



# CONTACT US



Located in a premier location across from the Princeton Airport on Route 206, you can access our offices 24 hours a day, 7 days a week, all year long!

**Nearby amenities help save you more time, money, and effort during work days.** The building is conveniently located within walking distance to restaurants, shopping centers, movie theaters, fitness centers, dry cleaning, automotive services, and more.

**Plenty of FREE On-site Parking Available!**

**P** PRINCETON  
**O** OFFICE  
**S** SOLUTIONS



We provide office and work space to businesses that need less than 1,000 square feet and a flexible lease term. Call today and join the many corporations, professionals, entrepreneurs, and small business owners who choose Princeton Office Solutions for their work address. Our clients tell us that because they spend a significant amount of time at work, it is nice to feel at home – and they say it is our staff that makes the difference.

Princeton Office Solutions  
475 Wall Street, Princeton, NJ 08540  
WEB: [www.PrincetonOfficeSolutions.com](http://www.PrincetonOfficeSolutions.com)  
INFO: [info@princetonofficesolutions.com](mailto:info@princetonofficesolutions.com)  
TEL: (609) 924-0905  
FAX: (609) 683-9633

**An Affordable Wall Street Address  
– Without the Commute!**

[www.PrincetonOfficeSolutions.com](http://www.PrincetonOfficeSolutions.com)

# RENTALS

**Cubical Spaces** – 6 ft. x 8 ft. space with overhead storage and file cabinets.



**Office Spaces** – Starting at 75 sq. ft. and growing with your business up to 1,000 sq. ft.



**Virtual Offices** – Business presence and services without leaving your home.



**Conference Rooms** – Conduct meetings in large or small groups with closed-door privacy and presentation support.



- Renovated building
- Fully furnished spaces
- Flexible agreements with shorter term contracts

# SUPPORT

With over 100 years of collective experience, the tenured, friendly, and highly skilled administrative staff will answer your telephone calls, provide exceptional and timely administrative services, and make your office feel like home.

No task is too small or too large. You will find us to be proficient, flexible, and accommodating for all your professional business needs – all within your limited budget.

This includes:

- **Word processing, bookkeeping, research, report development, transcriptions, studies, books, manuscripts, Excel and PowerPoint documents.**
- **Personalized telephone answering with your name and/or your company name.**
- **Warm, friendly client welcoming and screening in our lobby.**
- **Mail sorting and delivery to your desk.**



- Business name on lobby directory
- Professional business address
- Four conference rooms for easy availability

# PRICING

Below are current rates for all our rental options and flexible, confidential personal services:

## Rentals

Virtual Office (mail only) .....	\$75/month
Including telephone .....	\$150/month
Day Office .....	\$35/hour or \$150/day
Cubicle .....	Starting at \$260/month
Office .....	Starting at \$460/month
Conference Room .....	Included with leases
Non-tenants: .....	Large: \$40/hour or \$200/day
Small: .....	\$35/hour or \$150/day
Video Conferencing .....	Call for rates
Hourly rentals for both lessees and non-tenants	

## Administrative Support

With space rental .....	\$30/hour
Without space rental .....	\$35/hour
Transcription .....	\$40/hour

**Video Conferencing** – Save time & travel expenses.



- Business center and support services on site
- Around the clock building access and security
- Your choice of phone & Internet service companies