



NICHOLS HILLS  
**EXECUTIVE**  
CENTER

Thank you for consideration of our property to serve as your business platform in Oklahoma City. Our team takes great pride in helping to customize our professional services to grow, represent, and help manage your clients. Our facilities rank in the highest of class in the Oklahoma City market. Your image is our business!

All Inclusive Suite Services:

- Telephone answering personalized to fit your business needs
- Staff to meet and greet your clients and handle as you request
- Reception area fully furnished for clients to wait
- Unlimited use of four newly updated Conference Rooms on-site
- Mail and package receiving
- Complimentary coffee service with four centers located throughout the building
- Nightly janitorial service
- All utilities paid
- Access to office 24/7
- FREE Parking with ample spaces

## Additional Suite Services:

- Digital telephone service with voicemail \* \$40.00 per month

*\*Ask about the many phone system options and directory assistance at no additional charge. One time activation charge does apply.*

- Fax Line in office \$40.00 per month
- Internet connection \$40.00 per month
- Faxes incoming through email \$20.00 per month
- Long distance \$5.00 per month
- Copies \$.11 ea
- Faxes (if no private line) \$.50 per page
- Notary Public \$1.00 ea
- Postage as used plus supplies
- Shipping as used plus supplies
- Secretarial & Concierge Services \$20.00 per hour



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