

JCP Office Equipment/Services Pricing Structure

Services	Cost
JCP Phone (VOIP)/Internet	\$70 per month/per office (with US unlimited call plan, includes Canada) Each addt'l phone in same office \$40.
Phone – Group Rolling Feature	\$6 per month – per group
Internet (Only)	\$35 per month – per office
Initial Suite Key/Access Card	\$75 per person for Background Check
Replacement Key	\$15 per key
Rekeying lock for Security Purposes	Cost of service + 5% surcharge
Access Card - Replacement	\$22 per card
Conference Room Use	10 hours per month free over 10 hours per month \$10 per hour
Kitchen Supplies	\$10 per month per person
Company Directory Listing - 3/31, 6/30, 9/30, 12/31	\$25 (one-time fee)
Company Directory Listing (alternate date)	\$100 (one-time fee)
Lock (on interior suite door)	\$245 each for lock and installation
Name Plate (on interior suite door)	\$15 each for plate and installation
Phone Answering Service *	\$100 per month

IT will assist with initial setup of IT equipment.

Please contact Deborah Fitzgerald, deborahfitzgerald@josephchris.net, and copy Diana Scott, dianascott@josephchris.net for all service requests or questions.

How to Reserve a Conference Room

1. Please email Deborah at deborahfitzgerald@josephchris.net with date, time and specific conference room (Small Room 6 or less people, Large Room 7 or more people).
2. Deborah will schedule using the invite option on the Outlook calendar.
3. If you need a conference room immediately, please call 281-359-2100.
4. If you need to cancel a reservation, please call as soon as possible.

All conference room reservations are on a 1st come 1st serve basis.

* Phone Answering Services is limited to the receptionist answering the phone and transferring the call to your phone. Receptionist will answer the phone as instructed. Example: ABC Company how may I direct your call.

05/17/2016