



Keystone Business Service Center

Where the business of business gets done.

**3823 W. 12th Street
Pa 16505**

Erie,

Amount

Term

Details

Inhouse Office Rental	\$8.50	Per SF / yr	Includes heat, light, use of kitchen, rest rooms, janitorial, 24 hour access, parking, keys to building and office door, computer hook up and internet usage (internet use does not include VIOP (voice over internet protocol) usage), up to 3 hrs / week use of training room or conference room.
Private Entrance Office Entrance	\$9.00	Per SF / yr	Includes heat, light, parking, snow removal, office furniture is available for a monthly fee based on availability and client's needs
Fax	\$0.89	Per page	Black and White, send and receive
Copies	\$0.08	Per page	Black and White (see Printing Job Request enclosed)
Color Printing	\$0.35	Per page	Color (see Printing Job Request Enclosed)
Training or Conference Room Use	\$20.00 non-profit; \$25.00 for profit	Per hour under 3 hours	Two rooms available. Booking in advance.
	\$50.00 non-profit; \$75.00 for profit	Half Day Rentals up to 4 hours	
	\$100.00 non-profit; \$150.00 for profit	Full Day Rentals 4-8 hours	

The above pricing is based on a one year term lease for rental office space at KBSC.

Monthly, quarterly and six month options are available by negotiation



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Computer Data Line Drop, or phone and Set Up	\$140.00	Per Office	One time set up fee
Computer Technical Support			Price determined per request (see Computer Help Desk Request Form enclosed)
Antivirus	FREE	Per Workstation	
Maintenance			Price determined per request (see Maintenance Request Form enclosed)
Letter/Small Pkg. Courier Services	\$20.00	Per Item	2 pound limit. Others by quotation
Warehouse Operations & Duties	\$20.00	Per Hour	Packing, shipping, mailing, and postage services
Management Consulting Services: Evaluations, Business Process Analysis and Improvement, Marketing Research		By quotation	Customized project per client needs
Customer Satisfaction Surveys		By quotation	Customized project per client needs