

# BAMPROPERTIES

## SERVICE CHARGES SCHEDULE

Updated: 10.2021 - prices subject to change

### SERVICES

Administrative Services	\$20/hour
<i>billed in 15 minute increments</i>	
Notary	\$4.00
Email Messages	\$4.00
Witness	\$4.00
Internet Service	\$75/month
Phone Answering Service	\$125/month
Phone Equipment Rental	\$40/month
Phone Line Service	\$50/month
Phone Installation Fee	\$125
Furniture Rental	\$100/month
Conference Room Rental (2-4 hours)	\$100
<i>(Non-business centers)</i>	
Conference Room Rental (4-8 hours)	\$200
<i>(Non-business centers)</i>	
Beverage Set-Up	\$10
Replacement / Additional Keys	\$5
Replacement Badges (Access Cards)	\$25
Copies - B/W	\$0.12
Copies - Color	\$0.50
Faxes	\$1.00
Scans	\$0.10

### OFFICE SUPPLIES

Bateries - AA or AAA	\$1.00
Binder Clips - Mini	\$0.09
- Small	\$0.13
- Medium	\$0.16
- Large	\$0.32
Binding Supplies ( <i>holds 120 sheets</i> )	\$2.00
Divider Tabs	\$0.35
Envelopes - Letter Size	\$0.25
- Legal Size	\$1.00
Expandable Legal Envelope	\$2.00
File Folders - Letter Size	\$1.00
- Legal Size	\$1.50
Highlighter	\$0.99
Labels - sheet	\$1.00
Paper Clips (box)	\$1.67
Paper (Ream)	\$6.00
Pen	\$0.28
Post-It Notes (pad)	\$2.25
Tablet (pad of paper)	\$0.60

### OTHER SUPPLIES

Bandage	\$0.50
Cold Eeze	\$0.90
Chlorox Wipes - small	\$3.00
- large	\$4.00
Kleenex (box)	\$1.60