

# 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 |