



# MY OFFICE

LAS VEGAS - RUSSELL

725.291.2107 | [connect@myofficelv.com](mailto:connect@myofficelv.com)





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## ABOUT US

Welcome to My Office Las Vegas – where excellence meets innovation in the world of executive office spaces, virtual offices, and membership programs.

We understand that success in business requires more than just a prestigious address; it demands a dynamic and productive environment to foster growth, collaboration, and innovation. That's precisely what we offer.

## COMMERCIAL OFFICES

### Understanding the needs of growing businesses.

Our private offices are available as fully furnished or bare space and can be easily customized to fit your brand.

- Professional Business Address
- MailRoom+™ Services
- Answering Services
- Meeting Room Access
- Administrative Support
- Legal Compliance





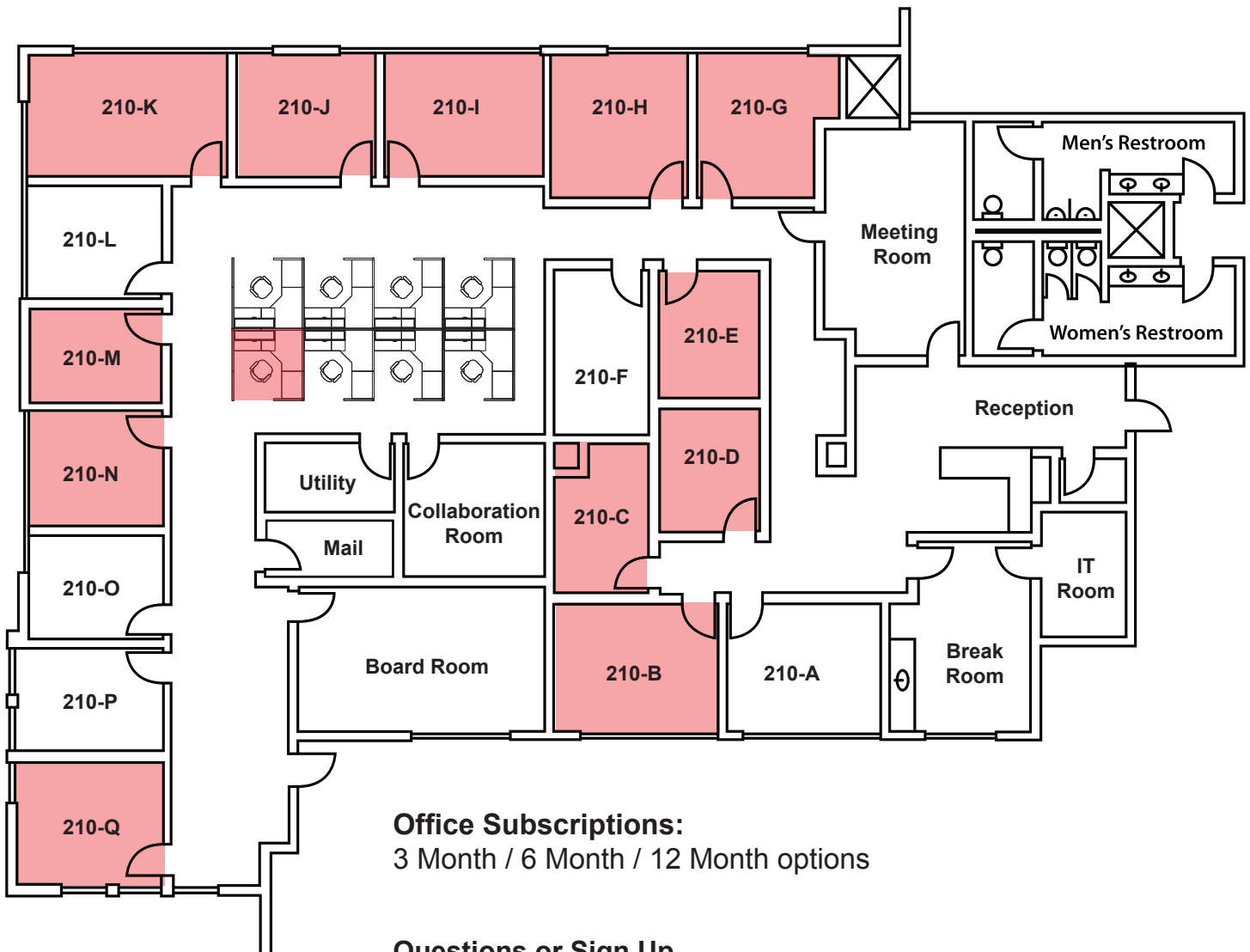
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## FLOOR PLAN

SPACES HIGHLIGHTED IN **RED** ARE RESERVED or UNAVAILABLE



### Office Subscriptions:

3 Month / 6 Month / 12 Month options

### Questions or Sign Up

Email: [connect@myofficelv.com](mailto:connect@myofficelv.com)

Call: 725.291.2107

<https://myofficelv.com>



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## AVAILABLE SPACE:

SUITE:	TYPE:	SQFT:	TERM:	RATE:
A	Window Office	168	6/12 mo.	\$990.00
B	Window Office	168	6/12 mo.	\$990.00
C	Interior Office	80	6/12 mo.	\$700.00
D	Interior Office	100	6/12 mo.	\$825.00
E	Interior Office	100	6/12 mo.	\$825.00
F	Interior Office	120	6/12 mo.	\$875.00
G	Window Office	156	6/12 mo.	\$985.00
H	Window Office	156	6/12 mo.	\$985.00
I	Window Office	168	6/12 mo.	\$990.00
J	Window Office	168	6/12 mo.	\$990.00
K	Window Office	210	6/12 mo.	\$1350.00
L	Window Office	120	6/12 mo.	\$875.00
M	Window Office	80	6/12 mo.	\$700.00
N	Window Office	120	6/12 mo.	\$875.00
O	Window Office	120	6/12 mo.	\$875.00
P	Window Office	110	6/12 mo.	\$875.00
Q	Window Office	140	6/12 mo.	\$955.00
R	Window Office	156	6/12 mo.	\$985.00
CW	Cubicle Workspace	50	6/12 mo.	\$550.00

## AMENITIES:

### Administration Onsite

Reception and Admin Services available

### Conference Room

10 Person capacity with Full A/V

### MailRoom+™

In-Bound & Out-Bound Mail and Package Services

### High Speed Internet

Complimentary Wifi

### In-Suite Cafe

Kitchenette with Coffee and Water Service.

### Flexiable Space

Private Dedicated Offices and Co-Working Spaces



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## COMMON USE FEE:

Our Common Use fee covers essential utilities such as electricity, gas, and common area janitorial services. Additionally, we ensure that your workspace is equipped with coffee and purified mineral water for your convenience.

The common use fee is a mandatory addition to your base subscription fee. The common use fee is based on the size (sqft) of your office space, the fee is calculated at \$0.75 per square foot.

Suite	SQFT	Fee:	Suite	SQFT	Fee:	Cube	SQFT	Fee:
A	165	\$123.75	K	195	\$146.25	WS1	50	\$37.50
B	175	\$123.75	L	120	\$90.00	WS2	50	\$37.50
C	114	\$85.50	M	100	\$75.00	WS3	50	\$37.50
D	110	\$82.50	N	120	\$90.00	WS4	50	\$37.50
E	110	\$82.50	O	120	\$90.00	WS5	50	\$37.50
F	130	\$97.50	P	118	\$88.50	WS6	50	\$37.50
G	140	\$105.00	Q	130	\$97.50	WS7	50	\$37.50
H	155	\$116.25				WS8	50	\$37.50
I	156	\$117.00						
J	156	\$117.00						

## ADD-ONS

### Phone Line

1 VoIP Phone/Number/Voicemail  
\$25.00

### Private Network / VPN

Isolated Network  
\$55.00 per month

### Static IP Address

Single Static IP Address  
\$16.00 per month

### Call Answering / Forward

Live Reception Answering  
\$65.00 per month  
(40 min included | \$1.99 per min)

### Scheduling / Booking

Real Time Scheduling  
\$80.00 per month  
(60 min included | \$2.99 per min)

### After Hours Meeting Room

Meeting Room - \$35 per hour  
Board Room - \$55 per hour

### Printing

Letter Size - B/W \$0.11 per side  
Letter Size - Color \$0.32 per side

### Scanning

Assisted Scanning  
\$0.07 per month

### Additional Keys / Cards

Metal Keys- \$25 ea  
FOBs / Access Cards - \$35 ea