

MEMBERSHIPS

MAIL & VIRTUAL OFFICE



MY OFFICE

LAS VEGAS

Looking for highly-professional, vibrant space? Our membership plans provide access to prestigious office locations without a long-term commitment. An ideal solution for clients looking for an occasional meeting space or day office. Memberships also provide added flexibility as business needs change.

Basic Plan

\$79 / month*

Hang Business License
In-Bound Mail Only
Directory Listing

Premium Plan

\$129 / month*

Hang Business License
In/Out-bound Mail
In-Bound Fax to Email
Directory Listing
12 hrs Meeting Room use

Platinum Plan

\$199 / month*

Hang Business License
In/Out-Bound Mail
In/Out-Bound Faxes
Directory Listing
Voicemail to Email
20 hrs Meeting Room use

Additional Services Available:

Administrative Support

Answering Services
Appointment Scheduling
Scanning
Shredding

Business Services

Business Licensing
LLCs, Corporations, & Trusts
Business Planning
Regulated/Privileged Licensing

Printing Services

Color & B/W Printing
Business Cards
Brochures & Flyers
Signs & Decals

Services are provided under special agreement with MyOffice Las Vegas. Pricing and other terms may apply.



SIGN UP ONLINE!

<https://myofficelv.com>

connect@myofficelv.com

Questions?

725.291.2107

Terms & Conditions:

3 month minimum membership required. All Membership are billed in advance of month of use. Standard access hours are 9:00 am to 5:00 pm Monday - Friday. 24 hour hour access is available with a key/fob and non-refundable deposit of \$100.

All membership fees are non-refundable and there is no proration for any unused services or time. Meeting Room / Day offices is available during standard hours. Must schedule in advance to use Meeting or Day offices via client portal. Hours do not carry over from month-to-month unless on an annual prepaid agreement.

MEMBERSHIPS

ADDITIONAL SERVICES



MY OFFICE

LAS VEGAS

DAY USE PRICING (Membership Required)

Cubicle WorkSpace

\$60 / day*

Wifi Internet Access
50 Pages of Printing
Beverage Service

WorkStations Available
(\$12.00 per hour)

Day Office

\$99 / day*

Private Interior Office
Wifi or Direct Internet
50 Pages of Printing
Coffee & Water

WorkStations Available
(\$12.00 per hour)

Meeting Room

\$50 / hour* (2 Hr min.)

6 Person Meeting Room
Display for Presentations
Wifi Internet Access
50 Pages of Printing
Coffee & Water

ADD-ONS

Phone Line

1 VoIP Phone/Number/Voicemail
\$35.00

Private Network / VPN

Isolated Network
\$65.00 per month

Static IP Address

Single Static IP Address
\$25.00 per month

Call Answering / Forward

Live Reception Answering
\$55.00 per month / 60 mins.
(\$1.60 per additional minute)

Scheduling / Booking

Real Time Scheduling
\$80.00 per month / 120 mins.
(\$1.99 per additional minute)

After Hours Meeting Room

Meeting Room - \$65 per hour
Board Room - \$95 per hour
(6:00 pm - 12:00 am)

Printing

Letter Size - B/W \$0.15 per side
Letter Size - Color \$.35 per side

Scanning

Assisted Scanning
\$0.07 per page

Document Destruction

Bankers Box \$35.00
(Up to 25 Lbs)

Terms & Conditions:

Day use services are based on availability and require advance booking with front desk staff or booked through the member portal. Standard access hours are 9:00 am to 5:00 pm Monday - Friday. 24 hour access is available with a key/fob and a non-refundable deposit of \$100.

All Day use or Add-on fees are non-refundable and there is no proration for any unused services or time.

Valid 1/2025 to 6/2025