

Meadows Executive Office Suites  
**Business Support Services**

5200 Meadows Rd. #150 Lake Oswego, OR

**Complimentary Services**

Client Greeting  
Coffee and Water Service  
Call Patching  
LED Projection Equipment  
Unlimited Kitchen Access  
Local Conference Calling  
Incoming Fax  
Metered Mail  
On-Site Shredding  
On-Site Shower Facilities  
License Hanging  
Dry Cleaning Pick Up/ Delivery  
Voicemail to Email Alerts

**Meeting Facilities**

(Includes Beverage Service)

**Day Office - up to 3**

\$18.75/ hour—\$125/day

**Small Conference Room - up to 7**

\$32/hour—\$200/day

**Large Conference Room - up to 15**

\$40/hour—\$300/day

**Training Room - up to 25**

\$50/hour—\$350/day

(Beverage service available at additional cost)

**Executive Suite - up to 6**

\$175/day

(Full Day Use Only)

**Printing Services**

Black and White .05/page  
Color .25/page  
Outgoing Fax .50/page  
Scan to PDF .20/page

**Full Service Support**

**Mail Processing**

\$80/month

**Call Screening**

\$50/month

**Notary**

\$5/signature

**Binding**

(Includes admin time, front & back covers, and spine)

\$5/bind

**Fitness Center w/ Showers**

\$15/month

**IT Support**

By quote

**Administrative Services**

**All dedicated administrative services, including, but not limited to the following:**  
Data Entry-Desktop Publishing-File Management  
-Meeting & Catering Arrangements-Travel Reservations-PowerPoint-Word Processing  
\$32/hour