





EMERGE 212

OFFICE SPACE. ELEVATED.

Menu of Services

3 Columbus Circle, 15th Floor
New York, NY 10019

Emerge212 Menu of Services

EMERGE 212
OFFICE SPACE. ELEVATED.

Emerge212 accommodates your business with style, sophistication and a comprehensive menu of services to let you focus on what you do best.

Business Services

OFFICE SUPPLIES

Emerge212 is available to assist with all of your office supply needs. We receive a corporate discount through Staples and WB Mason, offering competitive rates on all items. Orders are usually delivered in 24-48 hours. Custom printing and promotional products are available as well. Please contact Client Services for pricing.

CATERING

Allow Emerge212 to cater your meeting or event. Menus are available through Client Services for our preferred vendors. An administrative fee of 20% will be added to all orders. We will gladly arrange meals, snacks and/or beverage service.

TRASH REMOVAL

If you need to dispose of large debris, please email clientservices@emerge212.com to schedule removal. Bulk trash removal is subject to a disposal fee. Items left in the freight area will be billed back accordingly.

SHIPPING

Emerge212 is equipped to handle all of your shipping needs. Our rates for shipping via federal express are discounted and competitive and offer considerable savings over other shipping alternatives. To arrange for mail or shipping services, please stop by reception on the 15th floor. Requests for shipping quotes and scheduling couriers can be done by emailing Client Services. We will gladly schedule your pick-up or delivery

*Standard 20% fee on all services handled by Emerge212

MAIL SERVICES

- USPS Mail / Cost Of Postage + 20% Handling Fee
- Bulk Mail / Cost Of Postage + 20% Handling Fee + $12.50 Postal Service Fee
- FedEx / Cost Of Shipping + 20% Handling Fee
- Local Messenger Cost Of Shipping + 20% Handling Fee

FURNITURE

Additional furniture is available to customize your office.

- Additional Desks $75.00 / Per Month $125.00 / Setup Fee
- Additional Pedestals $25.00 / Per Month
- Room Modifications $125.00 / Per Hour

*Client Services is able to assist with additional furniture and accessory purchases.

IDS

- Additional / Replacement Building ID $50.00 / Per Card
- Suite Key $50.00 / Per Key

OTHER

- Flat Screen TV Wall Mounting $125.00 / Per Hour
- Accent Paint or Idea Paint (Dry Erase Paint) $1,000.00 (Approximate) / Per Wall





Technology Services

PHOTOCOPIES

BLACK & WHITE COPIES

- Letter (8 ½ X 11) $0.10 / Per Page
- Legal (8 ½ X 14) & Tabloid (11 X17) $1.10 / per page

COLOR COPIES

- Letter (8 ½ X 11) $0.50 / Per Page
- Legal (8 ½ X 14) & Tabloid (11 X 17) $1.50 / Per Page

NETWORK & LOCAL PRINTING

BLACK & WHITE PRINTS

- Letter (8 ½ X 11) $0.10 / Per Page
- Legal (8 ½ X 14) & Tabloid (11 X 17) $1.10 / Per Page

COLOR PRINTS

- Letter (8 ½ X 11) $0.50 / Per Page
- Legal (8 ½ X 14) & Tabloid (11 X 17) $1.50 / Per Page

NETWORK SCANNING

- Scan To E-Mail / $0.10 / Per Page
- Admin Assistance / $1.00 / Per Page
- Weekly Scanning / $45.00 Per Month
- Unlimited Scanning / $90.00 / Per Month

FACSIMILE

- E-Fax Line / $50.00 / Per Month

RACK SPACE

- Server Room Rack Space
- Each U / $100.00 / Per Month
- 1/2 Rack* / $500.00 / Per Month
- Full Rack* / $1,000.00 / Per Month

*Rack not included

CABLES: DATA/PHONE

- $20.00 / flat fee

VIDEO CONFERENCING

POLYCOM HDX ROOM SYSTEMS

- $125 / Per Use

INTERNET

Internet is a shared burstable 100Mbps primary fiber connection on a Gigabyte Loop and we are a fully redundant environment with a back-up copper connection from a different provider with a BGP in place so the copper connection will automatically activate should the primary fail. We also have a dedicated line for all voice traffic. Should that line fail, traffic will divert to one of the data circuits.

STANDARD INTERNET PACKAGE

$100 per month

- Inquire with our IT team to view other bandwidth options
- Individual Wi-Fi credentials will be distributed upon move in

For additional devices (tablets, laptops, smartphones, etc) provided by Cisco Wireless Access Points throughout the facility and secured in your own VLAN

OPTIONAL UPGRADES

- Additional $25 per connection for 10 Mbps on output and input rates.
- Additional $50 per connection for 15 Mbps on output and input rates

LAN CONNECTIONS

- Internet Connection $100.00 / Per Month
- Public Ip Addresses $75.00 / Per Month
- Local Network Printer Port $50.00 / Per Month

TELECOMMUNICATIONS

POLYCOM TELEPHONES

- SPA 504G / $150.00 / Per Month Includes unlimited free local and long distance calls.

ADDITIONAL TELEPHONE NUMBER

- $50.00 / Per Month (for each direct phone line with a voice mailbox is included).
- $50.00 / Setup Fee

INTERNATIONAL CALLING

- Cost + 20%

TELECOM MODIFICATIONS*

- $125.00 / Per Hour

*Billed in 30 minute increments. Includes, individualized programming, the addition of a telephone, fax line, voicemail changes and additional software upgrades for your telephone set.

SUPPORT SERVICES

- Tech Support* / $175.00 / Per Hour
- After Hours** / $225.00 / Per Hour
- Moving Personal PC's & Equipment / $175.00 / Per Hour

*One Hour Minimum

**After Hours - Weekdays before 9:00am and after 5:30pm and all Weekends (Minimum of 4 hours).



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Advanced Technology Services

ADVANCED TELEPHONE

- Conference Line / $25.00 / Per Month
- E-Fax/Secure E-Fax / $50.00 / Per Month
- Computer Softphone / $99.00 / Per Month
- Voicemail To Text / $50.00 / Per Month
- Toll Free Numbers / $75.00 / Per Month
- Mobile Softphone / $99.00 / Per Month
- Push To Talk / $25.00 / Per Month

LIVE RECEPTIONIST CALL ANSWERING

Receive calls to your own premium NYC phone number. Calls are professionally answered by a receptionist in the name of your company, then forwarded to your voicemail or preferred phone number with your exact customized direction. For bilingual answering, see additional options on next page. *Additional options include *Voicemail to Email Service* and *Bilingual (Spanish and English) Receptionists.* *Additional Fees May Apply

- $99.00 Per Month / Per Phone Line

HUNT GROUP

Incoming calls will be set to ring on a designated line or lines. If not answered, the call will rollover to a separate line or lines until the call is able to be answered.

- Set Up Fee / $125.00 / Per Group
- $20.00 Per Month Recurring

CALL TREE

Incoming calls will be greeted by a personalized automated greeting with a numbered directory for employees or departments.

- Set Up Fee / $125.00 / Per Call Tree

SINGLE NUMBER REACHABILITY

Simplify your contact information by enabling one number to ring on multiple devices simultaneously. For example, have calls ring on both your office phone and cell phone at the same time.

- Set Up Fee / $125.00 / Per Line

Meeting Rooms

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15th Floor

BISTRO $85.00 Per Hour
($175 Per Hour After Hours)
ESSEX (Seats 8) / $85.00 Per Hour
MANDARIN (Seats 16) / $125.00 Per Hour
($175 Per Hour After Hours)
WELLINGTON (Seats 5) / $55.00 Per Hour

16th Floor

THOMPSON (Seats 5) / $55.00 Per Hour
EMPIRE (Seats 20) / $175.00 Per Hour
($200 Per Hour After Hours)
SUITE 1651 (Seats 8) / $85.00 Per Hour

Day Offices

DAY OFFICE
(1 Desk / 1 Phone / 1 Internet)
$125.00 Per Full Day / $20.00 Per Hour

DOUBLE DAY OFFICE
(2 Desks / 2 Phones / 2 Internet)
$150.00 Per Full Day / $30.00 Per Hour

- The Member Portal provides live availability along with the ability to book at your convenience. Please inquire for link to the portal.
- Full day options available upon request. Please email clientservices@emerge212.com.
- Phone available in each room for unlimited local and domestic long distance calls.
- International calls are not included and will be billed back to your company.
- Please specify when booking, whether catering, a specific IT setup or unique accommodations will be required for your meeting.
- All meetings held outside of the business hours of 9:00AM to 5:30PM, Mon. - Fri., are subject to staffing and overtime HVAC fees. In addition, bookings on weekend/holidays require a four hour minimum reservation.
- Must provide 24 hours notice if canceling a room reservation. Please e-mail cancellations to clientservices@emerge212.com. If a cancellation is not received, your company will be charged for the use of the room for the entire length of the reservation.



