

Making Your Business More Productive

Office Support Center knows how to help businesses become more efficient and successful. We provide trained professionals to take care of administrative duties, leaving you free to focus on your customers, sales and growth.

Why choose Office Support Center?

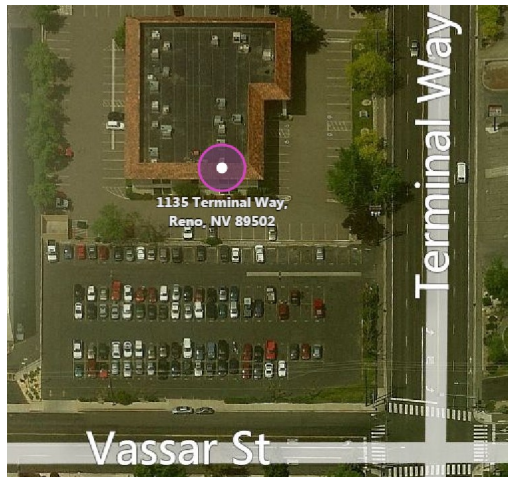
- We offer a wide range of office support services.
- We are qualified, dependable and honest.
- We accommodate your work schedule, providing help when you need it.
- We save you money by working quickly at competitive rates.

With over twenty years of experience serving the local community, we've built an unmatched record of reliability, flexibility and expertise.

Office Support Center offers a complete range of services including corporate filing for new corporations, executive suites, mailing services, correspondence and resumes.

Day	Hours
Sunday	Closed
Monday	8:00 – 5:00
Tuesday	8:00 – 5:00
Wednesday	8:00 – 5:00
Thursday	8:00 – 5:00
Friday	8:00 – 5:00
Saturday	Closed

Directions



Office Support Center, Inc.

1135 Terminal Way, Suite 106
Reno, Nevada 89502

Telephone: (775) 786-7575
Fax: (775) 786-7551



Facebook.com/OSCRenoNV



Twitter.com/OSCRenoNV



Serving Nevada since 1993

Our pledge to you:

Confidentiality
and
Satisfaction

Professional ~ Personal ~ Prompt

OSCNV.com
info@OSCNV.com

Our Services and Pricing Schedule

Word Processing

Regular Page – 12 Pt Font	\$10.00
Legal Page – 12 Pt Font	\$15.00
Business Letter – 1 Page	\$10.00
Bond Laser Printed Copies – Ea.	\$.25
Addressed Business Envelope	\$.50

Virtual Office Services

Data Management	Transcription
Word Processing	Bank Courier
Internet Research	Bookkeeping
Flyers	Newsletters
Notary	

\$30.00/Hour

Copying / Scanning / Faxing

Photo – Regular Page – Ea.	\$.10
Domestic LD Fax – 1 Page	\$ 2.00
Additional Pages – Per Page	\$ 1.00
Local Fax – Send	\$ 1.50
Fax Receiving – Per Page	\$ 1.00
Scanned Document – Per Page	\$ 1.00

Mailings

Address Input (3 Lines)	\$.30
Data Entry Labels—each	\$.05
Label	\$.25
Page / 30 Address Labels	\$ 1.50

QUOTED ON A PER JOB BASIS

Telephone Answering

Telephone Answering – Month	\$200.00
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Office Services

Business Address – Month	\$ 70.00
Office Desk Usage – Hourly	\$ 10.00
Mail Forwarding – Postage plus 15%	
Ship FedEx / UPS – Rate plus 15%	

Registered Agent Service

Annual Fee	\$100.00
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Incorporating Companies

LLC and Corporations	Ask For Quote
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Executive Suites

Short and Long Term Rentals, Day Rentals.
Plans Customized to Meet Client's Needs.
Mail / Package Receipt, Notary, Utilities,
Janitorial Included.
Telephone Services Extra.

Resumes

Resume Package \$125.00
(Includes 1–page resume, cover letter, 5
copies on resume paper and digital files
saved to USB drive to take with you)

After Hours / Weekends / Holidays

\$10.00 Additional Per Hour Surcharge For
Work Requested To Be Performed After
Hours

Errors and Omissions

Office Support Center will correct
operator errors free of charge. Errors
and Omissions in original work provided
are the responsibility of the client.
Subsequent changes will be billed at the