



BUSINESS CENTER

Announcing our NEW Resources for Professionals

Our convenient office location makes it easy to schedule time for Computer/Internet Access, Document Printing, Faxing, and Notary Services in a quiet, professional environment

BUSINESS CENTER

Computer/Internet Access (call to schedule computer time)

- We offer **private access to computers** (8:30am-5:30pm) in a quiet, professional environment
- Need to check your email or do Internet searches?
Multiple Internet connections means no waiting for you
Document printing in both B/W and color so your materials make an impact

Printing/Faxing/Scanning

- Print your documents right to our **B/W and color printers**
- Need to scan a document?
We have **scanners** available where you can save*, print, or email your scanned document in a flash **(all documents must be saved to your personal travel/usb drive)*
- Need to send or receive a fax?
Ready for you 8:30am-5:30pm. We have a **dedicated fax line** where you can confidently and securely send and receive faxes. And, if you can't pick up your fax right away, we'll hold it for you here at the office. **(faxes will be held for a maximum of 3 days)*

On Site Notary

- Our **professional notary** is here to notarize all your important documents.
Please call to let us know you are coming by!

Business Services Fees:

Computer/Internet Access...	\$20 each 1 hour increment (minimum 30 minutes)
Printing.....	\$0.10 ea. for B/W letter ⇄ \$0.25 ea. for B/W legal \$1.00 ea. color letter ⇄ \$1.25 ea. color legal
Faxing.....	\$0.10 ea. incoming ⇄ free outgoing local faxes*
Scanning.....	\$1.00 ea. scan to print
Notary.....	\$5.00 per document

**(free outgoing faxes apply to local, toll-free, and domestic numbers only. Outgoing long-distance or international faxes will incur a fee of \$1.00 per page)*

Power Programs for Professionals - See monthly schedule for dates and times

- One-on-One Professional Coaching (\$30 for 30 minutes, \$50 for an hour)
- Breakfast or Lunch Seminars covering these topics:
Resume WorkOut, Navigating Professional Change, Starting Your Own Business (3 sessions), and Staying Productive (\$25 per person *includes class materials and a meal*)

You can find out more about the One Source Power Programs for Professionals by visiting our website www.onesource-nc.com, by calling Valerie at 919-834-3331, or email Valerie@onesource-nc.com

Business Center Hours:
Mon-Fri 8:30am-5:30pm

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