

To whom it may concern:

At your request we will like to introduce the services provided by our company in the national and international markets

Virtual Office includes:

- **Telephone Line** (Custom Answer) according to instructions from our client (Spanish - English). Their messages are transmitted as part of our services to your email. Or according to the clients instructions.
- **Nightly Voice-Mail Services:** It's activated during the night, weekends and holidays.
- **Fax Number:** Every fax, will be delivered to your email
- **Commercial Adress:** In which you may receive correspondence (On behalf oh the contractor or on behalf of the company). This can be retained in receiving or forwarded according to clients instructions. (The forwarding expenses will be at the clients cost). Also you may be visited by your customers, suppliers, government authorities and be used on your presentation card and company letterhead.

VIRTUAL OFFICE SERVICES, MONTHLY FEE: \$50.00
REGISTRATION FEE: \$50.00

VIRTUAL OFFICE SERVICES PER ONE YEAR = \$500.00

The international transference fee has a cost of \$40, which will have to be paid by the client.

We also offer other additional services such as: Office rental (\$4.00 per hour), messaging and many more but this have additional cost.

We offer an alternative service for the person who does not want to contract the VIRTUAL OFFICE SERVICES, and we only offer receipt of documents and packages with a monthly fee of \$ 30.00. For each person or company.

Any additional questions or concerns you may visit our website: www.vircen.net or you can call us at (507) 236-9161 or (507) 279-7000 with Edgar Gonzalez.

Yours Truly,

Edgar Gonzalez