



\$100.00/Month 6 Month Contract

INC includes all of the amenities included in our Visionary Virtual Office (see below) and also includes services and programs designed specifically to help your business flourish in the early stages of development. As an Incubator Client, you will be required to meet with the Incubator management on a quarterly basis to measure progress toward their program milestones, to review financial statements, and to examine growth opportunities. This process includes, but is not limited to:

1. Completed business/strategic plan within 6 months of acceptance.
2. Visit key individuals in the first 6 months of tenancy to learn about resources available in the community and identify potential advisory team. The Incubator will provide a list of individuals that might be beneficial for Client to meet.
3. Establishment and review of quarterly milestones from the Client business plan
4. Review of financial statements. Note: Clients are required to provide financial statements (profit and loss statement and, if available, a balance sheet) two weeks prior to the review. Assistance is available to develop a book keeping system.
5. Comparison of actual performance to goals including:
 - Financial performance compared with projections
 - Marketing performance (sales, leads, orders, promotions, etc.)
 - Personnel issues and performance, as applicable
6. Discuss future needs including:
 - Facility growth needs (space, equipment, utilities, etc.)
 - Mentoring and counseling
 - Competition and barriers to growth

Visionary

Key and security code for 24/7 access to the UBC facility

Professional Address and Mail Service, including use of corporate rate Neo Post postage machine (actual cost billing monthly as additional charge)

Access code to copy/scan/fax machine: 350 B&W copies included (\$0.05 each additional B&W and \$0.10 color billed at end of each month)*

4 total meeting room uses /Month (Boardroom or Conference Room) including projector/screen/laptop & coffee/water service (during business hours)

5 Days use of shared office space/month

Ancillary Items:

Administrative services such as data entry, basic billing, customer follow-up can be purchased at \$15/Hour with a 2 hour minimum and a 6 hour Maximum/month (*Note: client must schedule administrative services with Business Center Coordinator at least 24 hours in advance.*)