

# COST ANALYZER



**empire**  
OFFICES



## APPLES TO APPLES

In traditional commercial space the average per square foot required per person is 150 sf. In a business center, the average is 75 sf, per person.

### WHY?

In a business center the square foot per person is pure workspace. In a traditional space that you lease, about half of the space assigned per person is used for hallways, restrooms, reception areas, meeting room and other common, non pure workstation space.

START UP COSTS

## START UP

<b>Fees</b> <i>Surveyor/ Architect/ Legal and recruitment</i>		
<b>Build out</b> <i>Drywall, sheetrock</i>		
<b>Carpeting</b> <i>floor coverings</i>		
<b>HVAC</b> <i>Air conditioning, heating system installation or upgrades</i>		
<b>Wiring</b> <i>Mechanical and electrical wiring, installs</i>		
<b>Furniture</b> <i>Desks, chairs, reception desk, confernece room table and chairs</i>		
<b>Equipment</b> <i>Photocopiers, coffee system, kitchen</i>		
<b>Telecom</b> <i>PBX system installation or upgrade, telephone units, set up per unit</i>		
<b>Your time</b> <i>Up to 6 months of management time</i>		
<b>Security deposit</b> <i>Capital required up front, and unavailable to grow your business</i>		
<b>TOTAL COST</b> <i>Cost required to open the doors</i>		

Traditional Office Space	Other Business Centers	Empire Offices
	INCLUDED	INCLUDED
	INCLUDED	INCLUDED
	INCLUDED	INCLUDED
	INCLUDED	INCLUDED
		INCLUDED
		INCLUDED
		INCLUDED
		OUR TIME
		\$500
		\$500

MONTHLY COSTS

## MONTHLY

<b>Rent</b> <i>Monthly fee</i>	Monthly Cost based on psf rate	
<b>Phone units</b> <i>Monthly fee per unit/ monthly lease fee</i>	One unit per person	INCLUDED
<b>Unlimited calling</b> <i>Domestic long distance, regional and local calls</i>	One plan per person	INCLUDED
<b>Receptionist service</b> <i>Including cost of live call answering</i>	Salary, Benefits Monthly Cost	INCLUDED
<b>High speed internet access</b> <i>Unlimited usage, cost per person</i>	Commercial Service	INCLUDED
<b>Meeting Room Usage</b> <i>10 hours per month</i>		INCLUDED
<b>Utilities</b> <i>Electric</i>	Bsd.on avg.rate of \$3.50 psf. pa	INCLUDED
<b>Janitorial service</b> <i>Including cost of restroom supplies</i>	Bsd. on avg. rate of \$15 pp. pw	INCLUDED
<b>Building charges</b> <i>Porterage, building improvements</i>	Bsd.on avg. rate of \$2.50 psf. pa	INCLUDED
<b>Equipment maintenance</b> <i>Service contracts, equipment repair- copiers, printers, appliances</i>	Bsd.on avg. rate of \$6 pp. pm	INCLUDED
<b>Photocopies</b> <i>Cost of 1000 copies per month</i>		INCLUDED
<b>Real estate taxes</b> <i>Average of \$2.75 psf per year</i>	Bsd.on avg. rate of \$2.50 psf. pa	INCLUDED
<b>TOTAL COST PER MONTH</b>		
<b>TOTAL COST PER MONTH, PER PERSON</b>		

Traditional Office Space	Other Business Centers	Empire Offices
		INCLUDED
		INCLUDED
		INCLUDED
		INCLUDED
		INCLUDED
		INCLUDED
	INCLUDED	INCLUDED
	INCLUDED	INCLUDED
	INCLUDED	INCLUDED
	INCLUDED	INCLUDED
	INCLUDED	INCLUDED