



**2990 Litchfield Road  
Goodyear, AZ 85395**

**623.536.WVES (9378)**

**[www.westvalleyexecutivesuites.com](http://www.westvalleyexecutivesuites.com)**



**West Valley Executive Suites (WVES)** goal is to meet the office needs of small businesses and large businesses alike. WVES provides a professional environment in a Class A office space at an affordable rate.

WVES offers four distinct “use packages” to meet the needs of our various clients.

**Each “Use Package” offers:**

- Professional reception services
- State of the art technology with IT support
- Litchfield Road - Palm Valley business address with mail handling

**“Use Packages” options:**

1. **Executive Office** – Furnished office suite with comprehensive access to common area amenities. (Ideal for the daily user)
2. **Office Cubicle** – Furnished office cubicle with comprehensive access to common area amenities. (Ideal for the daily user looking for a more economical option)
3. **Virtual Office** – Work station available for intermittent short-term use with access to common area amenities.
4. **Mailbox Office** – A professional business address and mailbox.



## West Valley Executive Suite “AMENITIES”

### 1. Executive Office

- Furnished Suite – Desk, Chair, Visitor Chairs, File Cabinet, Desktop Phone
- Parking - Reserved and Covered for Suites 101, 104, 105, 106, 107, 108, 109, 112
- 24/7 Electronic Access and “Shared Amenities” (see below)

### 2. Office Cubicle

- Furnished – Desk, Chair, Visitor Chair, File Cabinet, Desktop Phone
- Unreserved/Uncovered Parking
- 24/7 Electronic Access and “Shared Amenities” (see below)

### 3. Virtual Office

- Desktop and Chair
- Unreserved/Uncovered Parking
- Controlled Access with “Shared Amenities” (see below)

### 4. Mailbox User

- Palm Valley Area and Litchfield Road address
- Unreserved/Uncovered Parking

### “Shared Amenities” for “Users”

- Use of Two Conference Rooms\*
  - Board Room Seats 8 - Plasma Display/Conference Phone/Wireless Internet Access/Reservations
  - Executive Room Seats 4
- Mail Box with Palm Valley Business Address
- Parking - Reserved and Covered for Suites 101, 104, 105, 106, 107, 109, 112, 113
- Professional Receptionist - Personal Client Greetings and Personalized Telephone Answering or Call Forwarding available
- Mail and Package Handling
- After Hour Voice Mail/Message
- T1 Internet Connection
- Wireless Internet Access
- Private Phone Number
- Telephone/Reservations
- Use of Kitchenette
- Men and Women Restrooms
- Surround Sound in common areas
- Utility Services
- Janitorial Service (floors/waste basket)



## West Valley Executive Suites “Rents and Fees” Schedule

Type of Use	Class	Size	Monthly Rate	Term
<b>Mailbox User</b>		n/a	<b>\$95</b>	<b>mo/mo available</b>
<b>Virtual Office *</b>		n/a	<b>\$295</b>	<b>mo/mo available</b>
<b>Executive Office Suite**</b>		varies	See below	See below
<b>115</b>	<b>Cubicle</b>	<b>50</b>	<b>\$595</b>	<b>mo/mo available</b>
<b>116</b>	<b>Cubicle</b>	<b>50</b>	<b>\$595</b>	<b>mo/mo available</b>
<b>114</b>	<b>Small</b>	<b>100</b>	<b>\$795</b>	<b>12 month min</b>
<b>103</b>	<b>Small</b>	<b>100</b>	<b>\$795</b>	<b>12 month min</b>
<b>110</b>	<b>Small</b>	<b>100</b>	<b>\$795</b>	<b>12 month min</b>
<b>107</b>	<b>Medium</b>	<b>144</b>	<b>\$995</b>	<b>12 month min</b>
<b>104</b>	<b>Corner</b>	<b>192</b>	<b>\$1250</b>	<b>12 month min</b>
102	Small	100	LEASED	12 month min
111	Small	100	LEASED	12 month min
105	Medium	144	LEASED	12 month min
106	Medium	144	LEASED	12 month min
108	Large	192	LEASED	12 month min
113	Large	192	LEASED	12 month min
101	Corner	192	LEASED	12 month min
109	Corner	192	LEASED	12 month min
112	Corner	192	LEASED	12 month min
<b>Security Deposit</b>				1 month rent
<b>Set Up Fee for Office Suites</b>			\$300	
<b>Set Up Fee for Virtual Office</b>			\$100	<b>AVAILABLE</b> / Occupied
* First 4 hours (per month) free of charge for Executive Conference Room				
** Approximate Size, Actual Size Varies Depending on Location and Configuration				
All leases have ability to move up or down in size during lease term, subject to space availability				

### Products and Services Available at a Nominal Charge

Item	Price	Comments
Executive Conference Room	\$25.00	Per ½ Hour
Notary Service	\$20.00	Per Signature
Additional Furniture, Cabinets, etc.	Per Price Sheet	Per Price Sheet
Additional Phone Number	TBD	Contact Qwest Directly
Additional Fax Line	TBD	Contact Qwest Directly

# West Valley Executive Suites

Occupied  
www.westvalleyexecutivesuites.com  
(623) 536-9837

