

**Spicewood
Professional
Offices**

Executive Suites

- One story building with owner on-site
- Great Location – 4408 Spicewood Springs Road in Northwest Hills near Mesa Drive. Eleven eating establishments within easy walking distance (one block or less)
- Reception and welcome area
- Professional Tenants and Friendly Staff
- Mail delivery and package receipt
- Access to copiers, fax, and scanner
- 24/7 access and use of facilities

We also offer another option for those who don't need a full time private office. With a twelve month lease, you will be provided with the following, depending on your needs:

Virtual Offices

“Standard Virtual Office” Plan:

This option works well for those professionals that office out of their home or out of town. This arrangement includes the following:

- One story building with owner on site
- Reception and welcome area
- Mail delivery and package receipt
- Internet access at no charge while on site (your computer)
- Access to copiers, fax, and scanner
- Use of the conference rooms
- Use of day office
- Directory listing
- Stocked break room with complimentary coffee
- 24/7 access and use of facilities

EXHIBIT A

OFFICE SERVICES

1. Receptionist and Answering Service. Landlord will provide a receptionist and accept and process telephone calls and messages Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m., excluding holidays (as determined by Landlord) and days preceding holidays when the office may close or close early and days of severe weather or other unusual circumstances. Landlord shall only accept and process telephone calls and messages for persons occupying the Premises as defined in this Lease. The Spicewood Professional Offices after hours number should not be given out or used by third parties.
2. Conference Facilities. Conference facilities will be available during all hours. Reservations shall be handled through the Receptionist or other designated representative of Landlord and no use will be permitted without reservation.
3. Telephone Service. Telephone equipment will be provided by Landlord and rented by Tenant. Installation of any new telephone equipment line and programming will be provided by Landlord's contractor and billed to Tenant. The details are outlined in page 2 of Exhibit B. Tenant may not install any land lines other than a fax line. The number of lines available to Tenant may be limited by the capacity of Landlord's phone system.
4. Photocopying. Landlord will provide a copier with collating and reduction capabilities at rates provided to Tenant.
5. Mail Processing. Outgoing mail will be processed and billed on a monthly basis. Incoming mail will be sorted and placed in an individual mail slot at no charge.
6. Facsimile Service. Service will be provided at the rates provided to Tenant.
7. Kitchen and Lounge Facilities. Coffee, refrigerator, microwave and kitchen facilities are provided at no charge. Soft drinks, bottled waters and snacks will be billed at the posted rates.
8. Delivery service. Available to Tenants and billed on a monthly basis.
9. Notary service. Available at no charge for normal usage.

EXHIBIT B

CHARGES FOR SERVICES

Photocopy Services on our copier with automatic and manual feed, reduction and enlargement:

Copies Black and white	\$.12 per page
Color	\$.40 per page
Scanning – first 100 pages	\$.12 per page
Additional pages	\$.06 per page
Facsimile Transmission	
Send and receive - local and long distance	\$.30 per page
Telephone Services – see page 2	
Internet phone (other than our service)	
Allowed with prior approval	\$ 40.00/month/phone
Internet access	\$ 40.00 per month per person
Postage Services:	
Posting Mail	Actual + 20%
Certified Mail Preparation	Actual + \$1.50/envelope
Additional tenants (to cover incidentals)	\$ 15.00 each
Conference Rooms:	20 hours free per month \$ 25.00 each half-day thereafter
Courier/Overnight	Actual plus 20% (\$10.00 minimum)
Additional Keys or Entry Cards	\$ 10.00 each
Cable TV	\$ 15.00 per month
Installation	cost
Your refrigerator or free-standing copier on premises (to offset electrical usage)	\$ 20-\$40 per month (depending on size)
Secretarial Services (if available)	\$ 7.50 per quarter hour

All charges are monthly unless stated otherwise and may be adjusted by Landlord with 30 days notice. Landlord reserves the right to adjust the billing cycle by a few days to expedite billing.

EXHIBIT B
PAGE 2

TELEPHONE SERVICE

Landlord offers the following options for Tenant regarding telephone service:

1. Use Landlord's phone system and service, including unlimited domestic long distance. International calls will be at the fee charged Landlord, not to be less than 10¢ per minute. The Tenant can either use its current number by transferring its current service to Landlord, or use one or more of Landlord's Austin numbers, all at the same price as follows:

One line, one phone, local service, and domestic long distance	\$120.00/month
Each additional phone	\$40.00/month
Each additional line	\$25.00/month

Tenant shall retain the right to control its telephone number and transfer it to a third party with reasonable notice to Landlord, and upon payment of any reasonable transfer fee charged Landlord by its provider.

2. The Tenant may use, subject to Landlord's approval, a third party internet phone ("VOIP") using an internet connection in the Tenant's office. No phone or answering services will be provided by Landlord. Each phone will be considered a separate internet connection and Tenant will be charged \$40.00 per month, per phone.

All charges are monthly unless stated otherwise and may be adjusted by Landlord with 30 days notice, including limiting the long distance usage of tenants.

Tenant Testimonials

“Because Spicewood Professional Offices is such a pleasant place to office, I look forward to coming to work. The staff is the best at making tenants feel welcome. In addition, the landlord responds to tenants’ needs. Management continually maintains and updates the premises.”

~Linda Haston Frazer, Attorney at Law

“The owner is very responsive to our needs and requests. She communicates well with all of us about upcoming changes, as she is consistently improving the property. As a tenant, I feel she listens to my concerns and suggestions. The office staff is very accommodating, and my office mates are friendly. I look forward to coming to work in such a wonderful environment. I plan on staying here for years to come! My clients say the property is easy to find with plenty of parking available. They often comment on how well the inside and outside areas are maintained. I am completely confident when a new client enters the building, he or she will be treated with kindness and respect.”

~Karen W. Royer, Ph.D., MSW

“Welcoming environment with helpful staff. The 24 hour access is extremely useful when arranging meetings with clients. Great location.”

~Douglas Beeson, Attorney at Law

“Friendly tenants. A congenial working environment. Convenient location easy for clients to access from different parts of town. Attractive facilities.”

~Jenifer Price, President of UVISEME, LLC

“I am a solo attorney, and I have found that this office provides everything I need. It provides a human to answer my calls, and the building appearance and parking area make a most favorable impression with my clients. The other lawyer tenants are most helpful if I find a question in my practice. The other tenants, conference spaces, kitchen and resource library make this a great place to office.”

~Bill Biggs, Attorney at Law