



# LEVEL

LOVE YOUR OFFICE



OFFICE SUITES

# ABOUT LEVEL OFFICE

Level Office provides coworking space, private offices, and office suites to small businesses, entrepreneurs, and enterprise firms. Our workspaces in central downtown locations are ideal for up to 100-person teams seeking high-end amenities, cutting-edge technology, and affordable rates.

## INCLUDED FEATURES

- fully-furnished workspace
  - direct fiber internet
  - company logo display
  - mail service
  - 24/7 access
  - dedicated Community Managers on site
  - lounge areas
  - access to all Level Office locations
  - espresso & coffee bar
- local beer on tap
  - community events

## AMENITIES

- conference rooms
- event space
- fully-stocked kitchen
- storage space
- administrative support





# OFFICE SUITES

Our large, multi-room office suites create a private, collaborative environment customized to meet your specific needs. Whether moving from another site or expanding to a new city with a satellite office, this is the perfect choice for even the largest organizations. The modern design of these locations will impress clients and attract and retain talent, while the cost and flexible terms will please the CFO and CEO.

## INCLUDED

- door with logo and private entrance
- electronic keycard access 24/7/365
- conference room with table, boards, tv
- kitchen
- one or more executive offices
- furnished with desks & chairs
- access to all amenities, lobby reception, mailroom



# OFFICE SUITES

Every suite offers managerial offices along with open floor plan space. Features include direct fiber internet, WiFi, and communal lounge areas. These turnkey 800 to 5,000-square-foot private suites offer the flexibility of a 1 to 2-year lease at affordable rates. In addition, all suites include a kitchen and conference room, as well as access to meeting rooms, amenity space, and business services.



# YOU COULD BE

... A GROWING COMPANY.

... A SATELLITE OFFICE.

... A SPECIAL PROJECTS TEAM.

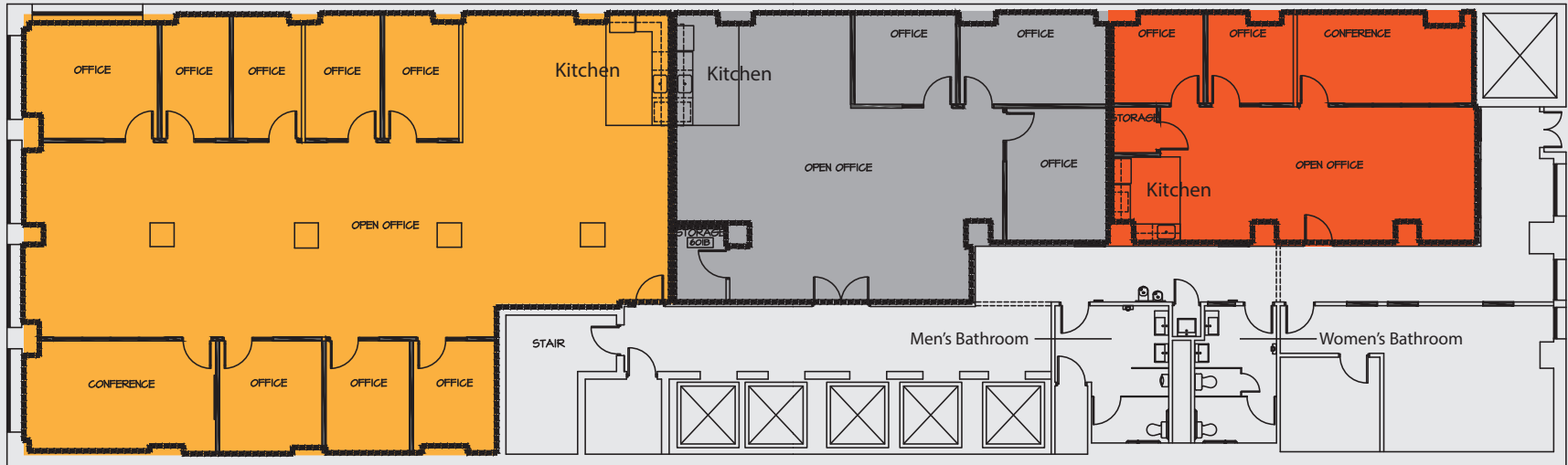
... A VENTURE-FUNDED STARTUP.

## Case Study

Founded in 2007, Xcite Advertising quickly grew to become the leader in automotive digital marketing. After outgrowing their private offices at Level Office The Loop in Chicago, the Xcite team moved into a customized office suite with private offices, kitchen (including their own beer tap!), and open space at Level Office West Loop in Chicago.



# SAMPLE FLOOR PLANS



■ Suite 600A / Up to 50 Users

■ Suite 600B / Up to 25 Users

■ Suite 600C / Up to 20 Users

# Level Office vs. Traditional Lease

Illustrative Cost Comparison Per Employee Per Year

Level Office offers businesses of all sizes cost savings over traditional leases, as well as customizable workspaces and flexible terms.

## 1) REDUCED OVERALL COSTS

In addition to lower rents per employee, workspace at Level Office comes move-in ready, eliminating the cost of tenant improvements.

## 2) NO OPERATIONAL EXPENSES

Level Office's all-inclusive pricing covers all utilities and taxes, reception, security, fiber internet and furniture, as well as espresso bar and beer on tap.

## 3) FLEXIBLE GROWTH POTENTIAL

With flexible terms and a variety of office sizes, clients at Level Office can scale their workspace as their business grows.

In comparison to a traditional lease and/or build-out, Level Office can save businesses **up to 50% on workspace.**

## BUILDOUT COSTS

\$10 / Sq Ft.  
x  
100 Sq. Ft. / employee

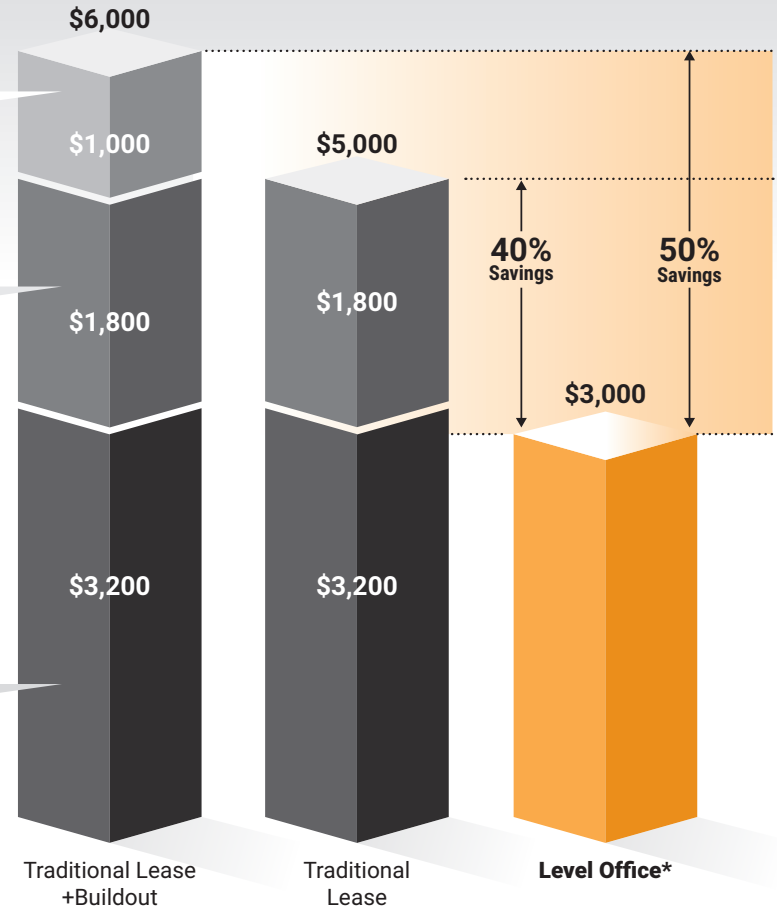
## OPERATIONAL

Per Employee	
Receptionist	\$300
Cleaning	300
Internet/Phone	300
Security	300
Insurance	200
Supplies	200
Events	200

**Total \$1,800**

## GROSS RENT

\$32 / Sq. Ft.  
x  
100 Sq. Ft. / employee



\* Illustrative Level Office price of \$250 per employee per month. Specific pricing varies by location and office.





## HOW WE COMPARE

	LEVEL	WeWork	Regus
BUILDING OWNERSHIP	✓	✗	✗
"LIVE - WORK - PLAY" LOCATIONS (CLOSE TO PUBLIC TRANSPORTATION)	✓	🏢 VARIOUS	🏢 VARIOUS
LARGE SUITES WITH PRIVATE ENTRY, KITCHEN, AND CONFERENCE ROOM	✓	✗	✗
FLEXIBLE CAPACITY WITHIN SUITE	✓ Adjustable Number of Workstations, Phone Lines, and IP Addresses	✗ Offices/Services Priced Per Desk	✗ Locked Services for Each Office
LOBBY LOGO AND DOOR-WIDTH COLOR LOGO ON SUITE	✓	✗	✗
DIRECT FIBER INTERNET INCLUDED	✓	✓	✗ 20-50 Mbps

### GAAP COMPLIANCE

Office suite and private office agreements with a duration of three years or less at Level Office are ASU-2016-02 compliant and do not require disclosure on company balance sheets under GAAP.





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