VIRGINIA HIGHLANDS
SMALL BUSINESS INCUBATOR

Program for Entrepreneurs!

Affiliate Program

Item	Program Fee - $50.00 per month
Office – Desk w/chair & Internet Access.	Includes – 10 hours per month (or a total of 19 hours per month including your conference room hours) $30.00 for each additional 10-hour block.
Business Hours	Monday - Thursday 8:30 am to 5:00 pm; Friday 8:30 am to 4:30pm.
Copy Machine	$0.07 per B&W $0.15 per color/billed monthly
Postage Machine	Actual cost of postage used/billed monthly
Fax Machine	Includes incoming & outgoing service
Office/Clerical Assistance	Available @20.00 per hour/billed monthly (Based on availability & tenant use)
Conference Rooms	3 uses per month – up to 3-hour blocks per use (note these 9 hours can be used to reserve the Affiliate room) $7.00 per hour for additional time.
Incubator Mailbox	No charge (Based on availability & tenant use); however, a $50.00 deposit will be collected for a Mailbox key. Once affiliate incubates out of VHSBI and key is returned, the deposit will be refunded within 30 business days.
Workshops – offered periodically throughout the year.	No charge
Press Release as Affiliate	No Charge.
Monthly Meeting with Director	Optional

Note: All Office & Conference Room space MUST be scheduled in advance.

For More information please contact: Mark Graham at (276) 492-2060 or mgraham@vhsbi.com.