



Virtual Office Membership Guide

Our Virtual Office Membership packages offer flexible and functional solutions for entrepreneurs and businesses seeking a professional image to maintain a credible presence, without the overhead of a physical office.

Professional Business Address: *Elevate your company's image with a professional downtown Lancaster City address for your online presence, marketing purposes and business correspondence needs.*

Google Verification: *A verified virtual office on Google builds trust by verifying your business is legitimate, making it appear on Google Maps & local search results, enables customer reviews and enhancing local SEO visibility.*

Dedicated Mail/Package Handling: *Receive and manage your mail/packages efficiently with our professional mail/package holding option. Mail is to be collected monthly at minimum by tenants. US Postal Service form 1583 must be completed and notarized.*

Versatile Event Space Available: *Host professional seminars, client appreciation events, or team-building gatherings in our stylish community space, accommodating up to 30 people.*

Digital Directory Listing: *Increase your company's credibility and exposure with a prominent listing in our high-traffic lobby directory and website directory.*

Discount Off Bookings in our Conference Rooms and Private Offices: *Access to fully equipped conference rooms and office/workspace access in the heart of downtown Lancaster for productive meetings and client presentations. Book our professionally equipped meeting rooms for client meetings, team collaborations, or private consultations.*

Video Proof: *Record a video showing your business's branding to prove operations.*



Gold Plan (\$199/month) *Ideal for established remote teams and professionals, who occasionally need a physical space for client/employee meetings.*

- Legitimate business address for registration and mail receipt.
- Google verification.
- Includes 1 company name with up to 2 recipients for the company.
- Unlimited monthly access to physical workspace, including conference rooms, private offices and individual workstations.
- 20% discounts for meeting rooms.
- Unlimited monthly mail/package handling.
- 24/7 listing in our lobby directory and website.
- High speed Wi-Fi connectivity.

Silver Plan (\$145/month) *An upgrade from the basic plan offering mail/package handling.*

- Legitimate business address for registration and mail receipt.
- Google verification.
- Includes 1 company name with 1 recipient for the company.
- Unlimited monthly mail/package handling.











Bronze Plan (\$99/month) *Ideal for sole proprietors and remote startups, simply needing a physical business address.*

- Legitimate business address for registration.
- Google verification.



** All plans offered require a 12-month commitment with a one-time \$199 sign on fee.

Payment: Membership fees are due on the first of each month and can be paid via ACH, VENMO or Check. Please make checks payable to Lancaster Coworking.

	Professional Business Address	Google Verification	Mail/Package Handling	Conference Room Discounts	Workspace Access (Office & Work Station)	Digital Listing
Gold \$199/ month						
Silver \$149/ month						
Bronze \$99/ month	