

EXHIBIT “A”

ADMINISTRATIVE & SERVICES PRICE LIST:

We at The Executive Suite at Haven (TESH) reserve the right to charge the following fees for the following services rendered. Note that some services can only be rendered at the convenience of the receptionist and those who may need to cover the reception station in his/her absence. Fees subject to change on a 30 day notice.

A. ADMINISTRATIVE:

Unlock office door for client or client's vendor	\$2.50 ea.
Make photocopies for Client's client	\$2.50 ea. + copy cost
Notary	\$10.00 ea.
Incorrect fax or phone number/ Obtain correct #	\$2.50 ea
Place outgoing call for client	\$2.50 + cost of call
Office visit, check fax, seek data or paperwork etc	\$7.50 ea.
Confidential shredding services	\$25/mo

B. CONFERENCE ROOM /DAY OFFICE SERVICES:

If the tenant or anyone (ie: associated with the tenant) does not show a reservation, does not show up the day of reservation- for a reservation for either of these rooms, the room may be released to another client ½ hour after the scheduled time and the “no-show” fee will be charged to the tenant or client who “no-showed”.

Tenants receive 8 hours/month of free conference room &/or day office use.

Tidy up the room after use (if necessary)	\$10.00 ea
No show or less than 24 hr cancellation	\$25.00ea*
• or a reduction of your monthly hours if applicable	

Tenants receive 8 hours per month of free conference room &/or day office use.

Additional time fees are as follows:

Conference room 1 st floor:	
Hourly rate	\$ 40 /hour
Conference room 2 nd floor:	
Hourly rate	\$ 30 /hour
Day office:	
Hourly rate	\$15 / hour

C. MAIL SERVICES:

Deliver parcel(s) to client office	\$1.00/item
<i>Assuming TESH staff has prior written permission to deliver inside office/suite</i>	
Store parcels	\$10.00/day
<i>TESH prefers NOT to store your parcels & would prefer to deliver parcels inside your suite</i>	
Label prepared parcel package for shipping	\$2.00 ea
Prepare UPS, DHL, Priority or Express mail envelope	\$1.00/ea
Postage fee for UPS, DHL, Priority or Express mail	Postage fee + 15%
Regular postage/mail	Postage fee + 10%
1 Mail Box per Suite	\$0

NOTE: It is the tenant's responsibility to check labels prepared by the receptionist for accuracy. TESH will not be liable or take responsibility for these types of errors.

D. MESSAGE/SPECIAL CALL HANDLING:

For tenants: 5 occurrences per week, in this category are free. .

"If message" (if Mr. ____ calls tell him ...)	\$2.00 ea
Lengthy message/Order taking	\$2.00 ea
Message tracking or search (back dated message)	\$2.00 ea
Paging	\$1.00 ea
Trace client/tenant to convey message/connected to caller	\$1.00 ea
Message taking/Call connecting anyone other than a regular Tenant using our services or day lease office	\$1.00 ea

MISC:

Duplicate or reprint statements	\$1.00
Late fee (monthly bill)	reference lease article 24
Returned check fee	\$50.00
Lost key/replacement	\$250.00 + locksmith fee to re-key building for everyone
Additional Keys (3 come standard per office leased)	deposit fee \$10/key
Additional FOB Keys (3 come standard per office)	deposit fee \$10/key
Air conditioner (cool/heat) after normal business hours	\$30 per 2 hour increments
<i>Air will come on in 2 hour increments.</i>	

Lost Security card or FOB	\$50
Personal office Refrigerator fee (power draw)	\$5/mo
<i>**We have 2 refrigerator units on each floor that are available for use by each tenant free of charge. This \$5 fee stated above, applies to additional refrigerators that tenants set up in their offices. Note that any carpet damage as a result of personal refrigerator leaks ect. will not be considered normal wear and tear and re-carpeting fees will be assessed to the tenant.</i>	

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Photocopying/ Laser print jobs/ page

	<u>Pages per month</u>	<u>Per copy price</u>
Black & White:	First 1000 pages	\$0.10
	All thereafter	\$0.08
Color Copies		\$0.40 per copy

Facsimile service (fax):

	<u>Pages per month rate</u>
Per page Incoming/Outgoing	\$1.00/ each page- 1 st 50 pages
	\$0.50/each page- 51-150 pages
	\$0.25/each page - 151-450 pages

Shipping & Mail: see front page

Conference Room / Day Office Access

Prior reservations are needed in an effort to accommodate all of our clients conference room day office needs. The room is subject to availability, during normal business hours of 8:30 am to 5:30 pm. Canceling reservations should be done at least 48 hours prior to the reserved time. Special arrangements for these rooms may be available depending on individual situations and scheduling availability. These rooms are available for tenants or clients of The Executive Suite at Haven. A tenant's "time" can not be "sold", lent out, or given away. If you have a special situation please contact the property manager.

Internet, electrical connections and plasma screen are all available in the conference room, at no extra cost.

Please reference section B above for specific fee structure.

SHREDDING SERVICES:

If you would like access to a confidential document shredding service, there is large collection box for the building. The fee for this service is noted on the front page.

MAIL BOX:

One mail box per suite is included free for building tenants use.

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TELEPHONE ACCESS & RELATED FEES

Telephone:

\$ Varies	The phone set up fee varies relative to the individual needs of each tenant and the number of phones per suite. Basically the hourly rate of the phone service company plus a fee for any of TESH management's time, will be passed on to the tenant.
\$ Varies	Set up of extra virtual mail box(s) >> see pricing above.
\$ 25	Set up fee per fax line
\$50/month	Recurring fee per month for 1st phone line/number per office leased which includes the phone equipment/line/voicemail box
\$35/month	Each additional phone equipment package with extension, per month
\$100/month	Each additional phone number per leased office. For example a second business or simply a second phone number
\$25/month	Single fax line
\$10/month	Extra voice mail box
\$10/month	1-800 number
\$3/month	411 listing set up through phone provider
\$300	Charged if phones are returned in non working order

The actual charges for phone/fax time used is billed to each client for each line assigned to his/her account as follows:

8 cents per minute for most all calls (excluding 1-800 inbound)

The following types of calls will be priced on situational basis with individual tenants:

Alaska, Hawaii & International calls. These calls will be billed per minute at a separate rate.

411 Directory assist number \$1.50 per call

1-800 inbound line calls: 15 cents per minute

*If a client wished to carry over an existing phone number rather than have a new number assigned, there will be additional fee charged. Successful transfer of the number will depend on phone service company's capabilities to facilitate the change.

TAKING OUR PHONE NUMBERS WITH YOU IF YOU MOVE:

There may be a \$500 transfer fee for tenants who wish to take their phone number, assuming it is available, with them if they move out of The Executive Suite at Haven.

411 listing: if applicable, the phone company fee to set up and the recurring charges will be passed through to the tenant for each phone package this applies to.

HAVING PHONE NUMBERS PORTED TO OUR SYSTEM

The fee for this will vary depending on fees assessed by our communications provider. Once you have given us the phone number you wish to port we will provide the cost information.

Exhibit "A" Cont.

INTERNET ACCESS AND RELATED FEES

Internet access / High speed secure broadband*:

*Advantages: Immediate connection to the internet, no modem dialing & always available. Specific security information is available on request.

Note: We do have an IT consultant that is available for special technical consult work. Fees for these services will be passed onto the tenant as applicable

BASIC INTERNET SERVICES:

\$15	Network Access fee; per internet station/per month
\$50	Public Internet fee; per suite/per month (includes one user/station)
\$20	Internet set up fee per user

PRIVATE ZONES:

Set up fee: Private zone set up fee is determined relative to the consult time with the property IT consultant. These consult fees will be passed on to the tenant.

\$100 Private zone internet service fee per month
Note: this is the flat fee regardless of the number of suites the tenant leases & this fee includes a static IP address. This fee also includes the first internet station network access fee, free, for this private zone (\$15).

Internet fees for private zones are as follows:

Bandwidth:

128 KBPS	\$ 50 per private zone per month
256 KBPS	\$100 per private zone per month
512 KBPS	\$200 per private zone per month
768 KBPS	\$300 per private zone per month
1080KBPS	\$400 per private zone per month
1500 KBPS	\$500 per private zone per month

CUSTOM IT SERVICES:

Available and price determined upon request. We have an IT consultant available for these services.

Satellite television - is available & fees can be quoted upon request

EXHIBIT B : OPERATING STANDARDS

In this document, client, tenant, guest, invitee, license, and/or employee are applicable when the word client is used. Center manager(s) when the word "Managers" is used. Violation of these standards will constitute a breach of the lease. *The Executive Suite at Haven (TESH) reserves the right to change/modify the following standards. All tenants will be notified of any modifications.*

1. Clients and their guests will conduct themselves in a businesslike manner; proper attire will be worn at all times; and the noise level will be kept to a level so as not to interfere with or annoy other clients.
2. Client will not provide or offer to provide any services to this center's customers, clients, or tenants if such services are available from the center.
3. Client will not prop open any corridor doors or exit doors during or after business hours.
4. When using the public areas on the premises they must be kept neat and attractive at all times.
5. Client will not conduct any activity within the premises; facility or building which in the sole judgment of the center management will create excessive traffic or is inappropriate to a shared office environment.
6. Client may not conduct business in the corridors or any other areas except in its designated offices or conference rooms without the written consent of the Manager(s).
7. All corridors, halls, and stairways will not be obstructed by the client or used for any purpose other than normal egress and ingress.
8. No advertisement, identifying signs or other notices will be inscribed, painted or affixed on any part of the corridors, doors, windows or public areas without the written consent of the Manager(s).
9. Without the manager's prior written consent, the client is not permitted to place "mass market", direct mail or advertising (i.e. newspaper, classified advertisements, yellow pages, billboards) using the Center's assigned telephone number or take any such action that would generate an excessive number of incoming calls so as create an inconvenience to the other clients in the building.
10. Client will not solicit clients of the Center or their employees in the building without first obtaining the written consent of the Manager(s).
11. Immediately following Client's use of the conference room space and/or audio visual equipment; Client will clean up and return the space and equipment to the state and condition it was in prior to Client's use. If not, the center may charge the client for any expenses required to restore the conference space and/or equipment to its original condition.
12. Center must be notified in writing if Client desires to utilize the conference room or other common areas of the facility during evening or weekend hours. The Center may deny the Client access if the desired usage is inappropriate and may disrupt normal operations.
13. Client will not, without Manager(s) prior written consent, store or operate large business machines, heating equipment, stove. In addition, radios stereo equipment or other mechanical amplification equipment audible outside of said client's office is not permitted. Client, without the prior written consent of Manager(s) will not operate or store refrigerator or coffee equipment, or conduct a mechanical business, do any cooking or use or allow to be used on the premises oil, burning fluids, gasoline, kerosene for heating, warming or lighting. **No candles permitted.** No article deemed extra hazardous on account of fire or any explosives will be brought into said premises or facility. No offensive gases, odors or liquids will be permitted.
14. No animals (except for the use of assisting disabled individuals) shall be brought onto the premises.
15. Client shall not remove furniture fixtures or decorative material from offices or common areas.
16. Client will not make or have made, any additional copies of any Center issued keys. Nor will client misuse or disclose to any other individual their security card. All keys and security cards are the property of the Center. Keys must be returned upon request or by the close of the business on the expiration or sooner termination of the agreement term. Any lost or unreturned keys will incur a fee to re-key the office. Reassignment of a security card or key as a result of misuse or disclosure will be subject to a fee as well. For a listing of these fees refer to Exhibit "A".
17. **NO SMOKING** allowed by anyone on the premises or offices. This building and clients will comply with all governmental regulations and ordinances concerning smoking.
18. Landlord reserves the right to modify parking arrangements if required to do so by the building association organization.
19. Any alterations to the premises requested by Client, including affixing anything to the walls other than normal pictures of the premises will be done only with written consent by the manager(s).
20. Any equipment desired to be used and or installed by the Client, other than those machines ordinarily used for regular office purposes will be subject to prior written approval of the Center manager(s).
21. Client will cooperate and be courteous with all other occupants of the facility and Center staff and personnel.
22. Client will use chair mat to protect carpet in his/her office.
23. Center reserves the right, without prior notice, to modify any of the foregoing and to make such other reasonable rules and regulations as in its sole discretion may from time to time be needed for the safety, care, appropriate operation and cleanliness of the facility
24. Management reserves the right to enter a client/tenant office if an emergency of a business or personal nature occurs.

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BUILDING SERVICES AND ACCESS:

25. Client, Tenant including agents or employees or associates of, shall not pursue or in anyway attempt to hire any of the Property Management staff or employees. If this is done a Tenant shall pay Landlord a fee of 50% of the employee's annual pay at that time or \$6,000.00, which ever is greater.
26. Client, Tenant including agents or employees or associates of, shall not pursue or in anyway attempt to hire any other tenant's staff or employees. If this is done a Tenant shall pay the affected tenant a fee of 50% of the employee's annual pay at that time or \$6,000.00, which ever is greater.
27. Harassment, sexually or of any other type, of any of the Property Management staff or employees shall not take place. The Landlord will not hesitate to prosecute any violators of this rule to the fullest extent of the law.

Building Hours of Operation:

Normal operating hours for the building are 8:30 am to 5:30 pm Monday through Friday. The receptionist is scheduled to lock the building at 5:30pm. Therefore, the building is locked and there is no receptionist service on during the "non-operation" time, on weekends and holidays. The security access device provides you with 24 hour access.

Typical Holiday Schedule for the Building:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. These days are subject to change.

There may be days when the receptionist(s) are ill or on vacation. The management will do everything in our power to make sure this position is staffed and your services are not interrupted during these times. However, we can not guarantee that an unforeseen event will not ever occur and impact services briefly. During an unforeseen time like this, the voice mail system would be active.

Security:

24 hour access available to tenants, the building is protected by a security system interfacing with fire and police. Video cameras are also in place and recorded tape is reviewed by center management for unauthorized or inappropriate access.

Smoking:

Smoking is prohibited in this building.

INTERNET, NETWORK AND EQUIPMENT STANDARDS

TESH in this document refers to The Executive Suite at Haven.

WEB SITES/ILLEGAL USE: Any Web site hosted on a NC Internet Connection and therefore the connection at TESH, must conform to local, state and federal ordinances. TESH does not allow the hosting or storage of pornographic or warez materials on our systems. Tenant assumes all risks associated with copyright restrictions, trademark restrictions, confidentiality limitations, trade secrets, patent restrictions or any other intellectual property, tangible or intangible rights associated with all electronic content which is downloaded or uploaded using the services provided NC for TESH. Any activity that degrades or impacts TESH's network security is grounds for immediate suspension or termination of your internet connection services here at TESH and possible termination of the lease agreement which is at TESH management's sole discretion.

TECHNICAL SUPPORT: TESH management assumes that the user has a basic understanding of their computer. TESH will not train users in basic computer skills such as, but not limited to deleting files or creating directories. Technical support is intended to facilitate the setup of your properly functioning computer system for access to our services. You computer must recognize your modem and receive a dial tone before any technical support will be dispensed. Our staff is not trained to and will not assist you in installing and/or troubleshooting modems or telephone lines.

RESALE: Subscriber is expressly prohibited from reselling any Services provided hereunder. Subscriber is prohibited from hosting any website dedicated to the sale or dissemination of any unlawful goods or services. The use of these Services in connection with any matter or thing, which violates any municipal, state, county, or federal law or ordinance is prohibited, and subscriber shall indemnify and hold harmless TESH, its officers, directors, shareholders, agents and employees from any and all claims, liabilities, damages or expenses, including attorneys fees, arising out of or resulting from the use by Subscriber of the Services provided herein.

SPAMMING: The distribution of un-solicited e-mails is against federal and state laws and may result in the termination of your lease.

PRIVACY POLICY: - TESH respects your privacy and will not knowingly distribute, or cause to be distributed your personal information to any entity for any reason, except in the case of a legal subpoena from a branch of the United States legal system or it's affiliates. We also will release any information requested by a branch of the United States legal system or it's affiliates that falls under the US Patriot Act.

FORCE MAJURE: IN NO EVENT SHALL TESH or it's 3rd PARTY CONTRACTED PROVIDERS (COLLECTIVELY, "PROVIDER") BE LIABLE TO CUSTOMER FOR ANY DELAYS IN THE PERFORMANCE OF SERVICES HEREUNDER OR FOR ANY FAILURE TO PERFORM HEREUNDER IF SUCH DELAYS OR FAILURES ARE DUE TO STRIKES, INCLEMENT WEATHER, ACTS OF GOD, OR OTHER CAUSES BEYOND PROVIDERS REASONABLE CONTROL. PROVIDER WILL NOT BE RESPONSIBLE FOR PERFORMANCE OF ITS OBLIGATIONS HEREUNDER WHERE DELAYED OR HINDERED DUE TO WAR, RIOTS, EMBARGOS, STRIKES, OR OTHER ACTS OF ITS VENDORS AND SUPPLIERS, CONCEALED ACTS OF WORKMEN (WHETHER OF PROVIDER OR OTHERS), OR ACCIDENTS. IN NO EVENT SHALL TESH BE LIABLE FOR ANY SPECIFIC, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES BASED UPON BREACH OF WARRANTY,

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BREACH OF CONTRACT, NEGLIGENCE, STRICT TORT OR ANY OTHER LEGAL THEORY. SUCH DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, INDEMNITY, LOSS OF SAVINGS OR REVENUE, COST OF ANY SUBSTITUTE EQUIPMENT, FACILITIES OR SERVICES, DOWNTIME, THE CLAIMS OF THIRD PARTIES, AND INJURY TO PROPERTY. ANY CLAIM OR LEGAL ACTION ARISING OUT OF FAILURE, MALFUNCTION OR DEFECT IN PROVIDER'S SERVICES OR GOODS, OR ARISING FROM THIS CONTRACT IN ANY RESPECT, SHALL BE BROUGHT WITHIN A PERIOD OF ONE YEAR FOLLOWING THE OCCURRENCE OF SAID CLAIM OR SAID CLAIM SHALL BE DEEMED WAIVED. TESH's LIABILITY TO TENENT HEREUNDER, IF ANY, SHALL IN NO EVENT, EXCEED THE TOTAL AMOUNT TENANT HAS PAID TO TESH HERUNDER. PROVIDER DOES NOT MAKE, AND HEREBY DISCLAIMS, ANY AND ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NONINFRINGEMENT AND TITLE, AND ANY WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE. TESH DOES NOT WARRANT THAT ITS SERVICE WILL PERFORM AT A PARTICULAR SPEED, WILL BE UNINTERRUPTED, ERROR FREE, OR COMPLETELY SECURE.

CHOICE OF LAW: You and TESH agree that the law of the State of California, U.S.A. will apply to all matters relating to this Agreement and to TESH, Inc. In addition, you and TESH agree and consent that the Courts of San Bernardino, California, U.S.A. will have exclusive jurisdiction and be the exclusive venue for any legal actions relating to this Agreement or to the services provided hereunder. User agrees to defend, indemnify and hold harmless TESH, its officers, directors, employees, agents and licensees, from any claims and expenses, including reasonable attorney's fees, arising out of or relating to member's use of this internet service. The User understands that this agreement is assignable by TESH. If any part of this agreement is unacceptable to you, you must immediately terminate your request to have internet interface at the TESH. This agreement shall automatically renew on the stated periodic basis unless terminated by either party.