

Purdue

Technology Center – Northwest Indiana

Affiliate Program



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Affiliate Program

If you are not quite ready to occupy an office on a full time basis, but wish to have the use of the facilities in the Purdue Technology Center, then the Affiliate Program is for you. Affiliates pay a usage fee of \$450 for a six-month term that provides access to an array of services as well as specific areas of the facility including the Business Center and conference rooms. Two of our most popular services involve the conference rooms and mail service.

Conference rooms are available for your use in accordance with the enclosed Affiliate Program Services list. Conference rooms may be used for meetings, presentations and other important events necessary to operate and develop your business. In addition, you are invited to use the mailing address of the Purdue Technology Center for your company as well as the distinction of having the Purdue name as part of your support network system.

Affiliates will be issued a fob for 24-hour access to the facility.

In the pages that follow, you will find a listing of the services, as well as a sample Affiliate Agreement that you would be asked to sign should you choose to become a Purdue Technology Center Affiliate.

PTC Affiliate Services Program

The following describes services available for an Affiliate of the Purdue Technology Center.

Current as of 2/11/09

<u>SERVICE</u>	<u>DESCRIPTION</u>	<u>COST</u>
<i>Access Control</i>	Each principal of an affiliate will be provided a fob for access to the main doors and the business center via a proximity reader.	Lost fobs will be replaced at a cost of \$10.00 each.
<i>Business Center Services</i>	<p><u>Mail & Shipping Services</u></p> <p>A postage meter is available in the PTC Business Center for use at all times for normal U.S. postage.</p> <p>Businesses will be assigned a business center account and billed on a monthly basis.</p> <p>The PTC Staff will assist businesses with international posting and mailing.</p> <p>The PTC Staff can arrange shipping services for businesses by assisting in establishing account numbers with local shipping services and making arrangements for items to be picked up. Drop Boxes for local shipping services are available for evening pick-ups in the area.</p> <p><u>Printing & Copies</u></p> <p>The PTC Business Center will be available for use at all times. Businesses will each be assigned a business center account and will be billed on a monthly basis for printing/copies. Laminating, binding and other services are available for a nominal cost.</p> <p>Please make arrangements with the Customer Service Representative at the front desk to arrange any color printing requests.</p>	<p>PTC will bill postage to businesses at cost.</p> <p>The local shipping company will bill shipping services directly to the business.</p> <p>Printing/copy cost is \$.04 per page for black/white.</p> <p>Color printing can be done on a color copier for \$.50 per page. (8 ½ X 11)</p>
<i>Catering</i>	The Purdue Technology Center Staff can assist you with making catering arrangements for events to be held at the center. Services range from full meal services to box lunches, to snack or cookie trays.	The cost of catered items will be paid directly between the business and caterer. Coffee and cold beverages are available at a nominal cost for meetings.

<i>Clerical Assistance</i>	Up to two (2) hours per month of no-cost clerical assistance.	Provided by PTC.
<i>Conference Rooms</i>	Conference Rooms are available on a first come, first served basis via an on-line reservation system and shall be scheduled in advance then approved by PTC staff.	Up to eight (8) hours per month of no-cost conference room usage provided by PTC.
<i>Interns Program</i>	Application to participate in the PTC internship program must be submitted to the Program Coordinator.	Provided by PTC. See Program Coordinator for details.
<i>Kitchen</i>	A kitchen featuring a refrigerator, microwave, stove and sink area is available in the PTC for use by businesses and for special events.	Provided by PTC at no additional cost unless a cleaning charge results from a business' activity.
<i>Marketing Materials</i>	The PTC Staff can provide page layout and marketing brochure assistance.	A per page cost may be assessed dependent upon the complexity and length of the material.
<i>Reception</i>	The PTC Staff will be available from 8:00 a.m. – 5:00 p.m. weekdays. The Staff will be available to greet visitors as well as to assist you with your building services needs.	Provided by PTC.
<i>Security</i>	All PTC entrances will remain locked however at the main entrance a telephone is available for contacting PTC staff and/or tenant companies between the hours of 8:00 a.m. and 5:00 p.m. All entrances are equipped with proximity readers to allow for easy access by businesses.	Provided by PTC.
<i>Video</i>	Two-way video facilities are available in PTC for conferencing needs.	Line charges to be paid by the business. Equipment rental is \$50.00 per hour (1/2 hour minimum, charging at 15-minute intervals thereafter). Equipment rental fee includes initial setup by a technician. Additional tolls may be assessed and will vary by connectivity type. Video conference monitoring by a technician is available for \$35.00 per hour (1/2 hour minimum, charging at 15-minute intervals thereafter).
<i>Wireless Internet</i>	Wireless internet access will be available in the PTC facility. PTC staff will assist businesses with access codes.	Provided by PTC.

