

Administrative Services and Tech Help

Reservations

Guest Suites	\$130/night
Model Apartment	\$150/night
Rollaway Cot	\$22/night

Reservations can be made at the front desk or on the informational website, www.laurelmeadinfo.com.

The model apartment can only be booked if both guest suites are taken.

Cancellations: Residents must cancel 24 hours prior to their reservation. If the reservation is not cancelled by the specified time, the resident will be charged 50% of the rate for one night's stay in the guest suite.

Last-minute cancellations due to unforeseen circumstances will be reviewed on a case-by-case basis.

Mail Services

Mail Forwarding	\$20/month plus postage
Certified Mail	USPS postage price
Postage	USPS postage price
Envelopes	\$1/ envelope

Please contact the front desk if you require temporary mail forwarding services.

Books of stamps can be purchased in the general store.

Envelopes and small packages can be brought to the front desk. International packages must be brought to the post office.

Tech Help

Password Resets	\$5/password
Frozen Computers	½ hour: \$5 Over ½ hour: \$10
Apple Product Help	\$52/hour
Device Set Up	\$50/device
Wi-Fi/Bluetooth Setup	\$10/device
Television Setup	\$20/television
Cox Communications	\$20/upgrade

There is no charge for any Cox Communication services that are included in the Laurelmead bundle.

Administrative

Black & White Copies	.25 per page
Color Copies	.50 per page
Faxing	\$2.00 first page \$1.00 additional
Typing	\$52/hour
Notary Public	No charge.

The charge is waived if the copies are for a Laurelmead program.

There are three notary publics on staff Monday-Friday from 9:00 a.m. – 5:00 p.m. Please contact the front desk to arrange this service.

Electronic Access

Physical Fobs	\$10/fob
Mobile Access	\$5/account

Please submit contact information (full name, phone number, and email address) to the front desk if you require an additional fob/mobile access for yourself or a family member.

Miscellaneous Information

Going away? There are “away forms” at the front desk that should be filled out. Forms can electronically be filled out on the informational website, www.laurelmeadinfo.com.

All packages from UPS/Fedex/USPS are logged in at the front desk. Please pick up your small packages when notified. Security will deliver any larger/heavier packages.

All delivered prescriptions are kept at the front desk and require your signature to pick-up.

Private Pay Services

Dry Cleaning	Contact General Store
Salon Services	Contact Beauty Salon
Massages	Contact Fitness Dept.
Facials	Contact Fitness Dept.