



WHAT IS A DIAMOND PARTNER?

Preferred Office Network awards a Diamond Partner designation to best-in-class operators who must meet specific standards.

A Diamond Partner goes above and beyond in their product offerings, level of service, and commitment to partnership with Preferred Office Network.

To qualify, operators should meet at least 6 of the 8 criteria below. Current partners are invited to apply, and Preferred Office Network will make the final determination of who will be awarded Diamond Partner status.

Partners will be notified via email if selected.

1. PREFERRED OFFICE NETWORK OFFICE STANDARDS

Operator offers the Preferred Office Network standard full-office package, which includes:

- **Furnished offices**
- **On-site reception services**
- **Mail handling and package receipt**
- **Internet**
- **Phones and/or Phone Answering**
- **Cleaning**
- **Utilities**
- **24/7 access to the space**
- **4 hours of meeting room time per office**



2. LISTED ON PREFERRED OFFICE NETWORK'S MEETING ROOM BOOKING PLATFORM

All operator locations have bookable meeting spaces listed on meet.ponworks.com

3. PREFERRED OFFICE NETWORK AGREEMENT AND DEAL TERMS

Operator adheres to all Preferred Office Network deal terms, which include:

- Month to month terms with a 60-day notice to vacate
- No exit fees
- Preferred Office Network holds the client's service retainer
- Preferred Office Network retains a monthly management fee
- Partner signs Preferred Office Network's Service Agreement and does not require Preferred Office Network to sign any additional agreements beyond the Service Agreement
- Has a current Membership Agreement on file with Preferred Office Network



4. RESPONSE TIME

Operator responds to all proposal requests and billing requests within 48 business hours.



5. ENGAGEMENT WITH PREFERRED OFFICE NETWORK

- Has provided at least one referral to Preferred Office Network within the last calendar year.
- References Preferred Office Network on website or other marketing materials
- Notifies Preferred Office Network within one month when a new location is added or if a location closes.



6. AMENITY STANDARDS

- Options for **client parking** are available.
- **Shared kitchen** with complimentary coffee/tea/water.
- Options to **enhance internet service** beyond standard WiFi, such as hardwiring, upgraded bandwidth options, etc.
- Options for **enhanced furnishings** such as sit/stand desks.



7. PRODUCT OFFERINGS

- Offers **private offices, virtual office packages, meeting rooms,** and **coworking/dedicated desk space.**
- Offers **events** that foster community engagement.
- Implements one or more initiatives that **promote sustainability** e.g. recycling, LED lighting, etc.
- Capable of **servicing space in existing building** i.e. working with the landlord to service a spec suite for a client (if applicable).



8. LOCATION STANDARDS

- Over 75% of the operator's buildings are in a **Class A building.**
- Has one or more of the following within walking distance:
 - **HOTEL**
 - **BANK**
 - **DINING**
 - **RETAIL**
 - **FITNESS CENTER**
 - **GREEN SPACES**
- Renovations/updates have been made to the space within the last 5 years.