

What is included in your Office Rental Fee?



Furnishings

- Desk, filing cabinet(s), task chair, guest chairs and more!
- Furniture is configured to meet your needs

Utilities

- Everything is taken care of – electricity, heating, cooling, water – you don't have to worry about any of it!
- You never have to contact service providers, we do it for you



Technology

- High speed internet (LAN) access and WI-FI included with every office rental
- Fully managed & supported firewall
- Scan your documents for free and have them emailed directly to you
- Access to colour printing

Facilities Management

- Your office is cleaned weekly
- Garbage and recycling removal
- Mail delivered to your office
- Courier packages can be held for pick up and/or delivered to reception

Common Areas

- Waiting area for clients or an informal meeting
- Unlimited use of water cooler and kitchen area
- Free municipal parking adjacent to building



Support Services

- Qualified staff available to support your business needs
- Our manager will help coordinate your move to ensure an easy transition
- We have sourced reliable suppliers to fulfill your business needs

Services to Enhance Your Business

Digital Phone System _____ *\$60/month*

- Includes business voicemail with multiple greeting options and remote access
- Your own business number
- Voicemail messages sent directly to your email
- Call forwarding to any number
- Long distance Plans – price includes 100 minutes; plans up to 1500 minutes per month at additional cost
- One time phone activation fee of \$50

Phone Answering Service _____ *\$150/month*

- Have your calls answered during business hours with your chosen greeting and handled the way you choose

Printing and Copying _____ *Pay As You Go*

- Black & White copies - \$0.10 each
- Colour Copies - \$0.30 each
- Large volume discount will be applied for >500 pages per month

Boardroom Rental _____ *\$20/hour, \$40/half day or \$60/day*

- Our large, bright boardroom has seating for up to 10 people
- WI-FI included
- Reservations must be made in advance
- Catering for your meeting – availability and quotes upon request – we take care of everything
- Tenants receive 10% discount on rentals

Start-up Service Fee (required) _____ *\$50*

- Includes keys, your name and/or business name on your office door and other move-in services