



À LA CARTE SERVICES

Executive & Coworking

OFFICE AND ADMINISTRATION			10 MINUTE INCREMENTS	
Administrative Support			\$ 6.33	per 10 minutes
		Priority	\$ 10.33	per 10 minutes
Banking	Deposits, etc.		\$ 10.00	minimum
Staffing Fee	Before / After Hours		\$ 75.00	per hour
Lobby Directory			\$100.00	annually
SUPPORT SERVICES				
PHOTOCOPIES / PRINTING	Black & White	1 – 1000	\$ 0.10	each
		1001 – 2000	\$ 0.09	each
	Colour	1 – 1000	\$ 0.70	each
		1001 – 2000	\$ 0.65	each
SCANS			\$ 0.09	per page
FAX			\$ 0.25	per page
Cerlox Binding			\$ 4.70	per set
Supplies	Discounted catalogue prices, please inquire			
Paper			\$ 4.50	per package
Mail / Courier Handling	Sorting of incoming mail & couriers			included
Private Mailbox	Private & secure mailbox (one key included)			included
Additional or Replacement Keys			\$ 15.00	each
Additional Affiliated / Numbered Companies (2 free)		1 company	\$ 15.00	per month
		5 companies	\$ 65.00	per month
		10 companies	\$125.00	per month
Keys & Access Cards				
Additional or Replacement Keys			\$ 25.00	each
Replacement Access cards			\$ 25.00	each
Change of Address	Six (6) month forwarding		\$280.00	six months
Confidential Shredding Service		Banker's Box	\$ 15.00	per box
Postage, couriers and supplies are billed monthly at 20% surcharge				
MEETING ROOM FACILITIES			30 MINUTE INCREMENTS	
The Lounge – Private Event	Available After 5pm, 2-hour minimum		\$ 175.00	per hour
The Adelaide Room	10-12 people		\$ 38.00	per hour
The North Room	up to 4 people		\$ 18.00	per hour
The Richmond Room	up to 5 people		\$ 18.00	per hour
UNITED	16 people		\$ 58.00	per hour
Training Room	12 people	4-hour minimum		
The 6ix	up to 6 people		\$ 30.00	per hour
The South Room	up to 4 people		\$ 18.00	per hour
Coffee Service in any Conference Room		Starbucks	\$ 20.00	per carafe
		Colombian	\$ 15.00	per carafe
Bottled Water			\$ 2.00	per bottle
Catering	Available			
Clean-Up Fee			\$ 35.00	
Cancellation Policy	(To avoid cancellation charges)			24 hours' notice



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IT SERVICES

High Speed Internet (1 gig Fibre)	First person		\$ 55.00	per month
	Each additional person		\$ 30.00	per month
Technical Services	IT Consultant Team	(15-minute increments)	\$ 135.00	per hour

TELEPHONE SERVICE AND EQUIPMENT

Conference Bridge Services	Conferencing up to 8 parties	Includes long distance	\$ 0.15	per minute
Long Distance Rate		North America	\$ 0.05	per minute
Telephone Set	Executive 12-Button Display Set	Includes 416 number, 2 lines & private voicemail	\$ 140.00	per month
Telephone Answering	Personalized telephone answering in your company name, unlimited incoming calls			Included
Additional Voicemail			\$ 25.00	per month
Call Forwarding	Answering and transferring calls to one offsite number			Included
Voicemail Notification	Voicemail notification via email			Included
Voicemail to Email	Voicemail message emailed to you			Included
Private Fax Line			\$ 45.00	per month
Toll Free Numbers			\$ 15.00	per month

PROGRAMMING CHARGES

Site Visit	Site visit required by technician	\$ 165.00	
Remote Programming		\$ 65.00	
Voicemail Resets / Changes		\$ 25.00	each
Record Voicemail Greeting		\$ 25.00	
Installation of Toll Free Number		\$ 65.00	

ONE TIME CHARGES

Telephone Installation		\$ 200.00	1 st set
		\$ 100.00	additional sets
Fax Line Installation		\$ 150.00	per line
High Speed Internet Installation	(set-up included with installation; PC specific set-up and programming not included)	\$ 150.00	per office