

# BAYSIDE

## OFFICE SPACE

Virtual offices are a cost effective way to run your business with minimal costs. If you do not require a physical work environment or if you are working from home but wish to create a professional image, a virtual office is the perfect solution for your business.

Bayside Office Space offers three levels of Virtual packages to suit your business needs:

VIRTUAL SERVICE LEVEL	SILVER	GOLD	PLATINUM
Cost per calendar month (Incl. GST)	\$99	\$159	\$229
Calls answered in your company name and additional information obtained from callers (content outlined by you)			✓
Messages communicated to you via email & SMS			✓
Messages communicated to you via email or SMS		✓	✓
A dedicated phone number answered in your company name during business hours		✓	✓
Dedicated voice mailbox		✓	✓
A dedicated phone number diverted to your preferred phone number		✓	✓
Unlimited incoming calls		✓	✓
Use of our business address	✓	✓	✓
Mail handling	✓	✓	✓
Notification of incoming mail & postal deliveries	✓	✓	✓
Weekly re-direction of mail ( postal costs apply)	✓	✓	✓
Permanent fax number	✓	✓	✓
Fax handling (hard copy &/or emailed version)	✓	✓	✓
Board room usage	At reduced rate	At reduced rate	2 hours of complimentary use per month
Access to a full range of secretarial & administrative services	✓	✓	✓
Access to photocopiers, printers & computers	✓	✓	✓
Security deposit (refundable)	\$99	\$159	\$229
Minimum contract length	3 months	3 months	1 month

\*PRICES INCLUSIVE OF GST