

LIST OF ADDITIONAL SERVICES AVAILABLE

ADMINISTRATIVE SERVICES

| | | |
|---|------------------------|---------------------|
| Administrative support | \$40.00 min. | Per hour |
| Black & white copying or printing | 0.15 | Per page |
| Black & white copying or printing – Full Service | 0.20 | Per page |
| Colour copying or printing | 0.50 | Per page |
| Colour copying or printing – Full Service | 0.75 | Per page |
| Local courier administrative fee | \$3.00 | Per package |
| National/International courier administrative fee | \$6.00 | Per package |
| Fax Incoming - Full Service | \$1.50/0.25 | Per fax, 0.25 after |
| Fax Outgoing | \$1.00 | Per page |
| Fax Outgoing – Full Service | \$1.50 | Per page |
| Mail, Scan & Email | \$1.00 | Per page |
| Scanning – Full Service | \$1.00 | Per page |
| Postage | Cost + 20% | Per package |
| Printer Package | Available upon request | |
| Reserved Parking | \$200.00 | Per month |
| Directory Board (set up & take down) | \$75.00 | One-time charge |
| Monthly Directory Board charge | \$25.00 | Per month |
| Additional/Lost office key | \$10.00 | Each |
| Building pass security deposit (HBC only) | \$50.00 | Per person |
| Lost/Damaged building pass | \$50.00 | Each |

BOARDROOM / OFFICE RENTAL

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|-----------------------------------|--|----------------------|
| Boardroom rental (up to 8 people) | \$30.00 per hour \$100.00 Half Day \$200.00 Full Day | |
| Multi-Purpose/Counselling room | \$30.00 per hour \$125.00 1 full day per week \$200.00 2 full days per week \$250.00 3 full days per week | |
| Unlimited Beverage package | \$20.00 | Per person per month |

TELEPHONE SERVICES

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|---|--|-----------------|
| Dedicated telephone number | \$50.00 Unlimited local/national calls | Per month |
| Dedicated telephone number set up fee | \$99.95 | One-time charge |
| Telephone answering service | \$199.95 | Per month |
| Telephone answering service set up fee | \$99.95 | One-time charge |
| Additional telephone handset | \$35.00 | Per month |
| Telephone package + High speed internet | \$250.00 | Per month |
| Telephone number porting set up fee | \$99.95 | One-time charge |
| Fax line | \$50.00 | Per month |
| Fax line set up fee | \$99.95 | One-time charge |
| Long distance calls | 0.25/0.75 | Per minute |
| Toll Free Number | \$10.00 | Per month |
| Toll Free Number set up fee | \$99.95 | One-time charge |
| Voicemail to Email Feature | \$5.00 | Per month |

IT SERVICES

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|-------------------------------------|----------|-----------------|
| Private Network Internet set up fee | \$119.95 | One-time charge |
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*5% GST will be charged on all services
All charges are subject to change without notice*