

## VIRTUAL OFFICE PLANS

At Simply Office, we offer six Virtual plans. We understand though that the needs of each organization are different. With your specific requirements in mind we can customize a plan that suits your changing business needs.

<b>Package</b>	<b>Mailbox Rental 24/7</b> (Harbourfront location only)	<b>Virtual Mail</b> (Additional \$25 per month if you require access 24/7)	<b>Virtual Mail + Meeting Room</b> (Additional \$25 per month if you require access 24/7)	<b>Virtual Mail + Telephone Answering</b> (Additional \$25 per month if you require access 24/7)	<b>Virtual Telephone Line</b>	<b>Virtual Telephone Line + Telephone Answering</b>
<b>Price</b>	<b><u>\$30.00</u></b>	<b><u>\$50.00</u></b>	<b><u>\$75.00</u></b>	<b><u>\$199.95</u></b>	<b><u>\$34.99</u></b>	<b><u>\$110.00</u></b>
<b>Prestigious North Vancouver Business Address</b>	√	√	√	√	N/A	N/A
<b>Mail received, sorted, dated &amp; notification provided. Forwarding available. Optional junk mail disposal included. Shredding.</b>	√	√	√	√	N/A	N/A
<b>Parcels received &amp; notification provided**. Forwarding available</b>	√	√	√	√	N/A	N/A
<b>Local North Vancouver Fax Number</b>	√	√	√	√	√	√
<b>Receptionist to greet your clients, take a message and forward it to you</b>	N/A	√	√	√	N/A	N/A
<b>Local North Vancouver Telephone number</b>	N/A	N/A	N/A	√	√	√
<b>Personalized Phone Answering / Directing / Forwarding</b>	N/A	N/A	N/A	√	N/A	√
<b>Meeting Room time</b>	N/A	2 Hours per month free	5 Hours per month free	5 Hours per month free	N/A	5 Hours per month free
<b>Day and Night Auto-Attendant</b>	N/A	N/A	N/A	√	√	√
<b>24 Hours access to Voicemail</b>	N/A	N/A	N/A	√	√	√
<b>Access to state-of-the-art IT equipment</b>	√	√	√	√	√	√

**With Simply Office:**

**When you register with us (new tenants only) - your first month is FREE! (just mention this when you sign up).**

**All Virtual plans incur a one-time set up fee of \$99.95 + GST.**

**No contracts – all plans are on a month to month basis and start on the 1<sup>st</sup> day of any given month.**

**Upon signing up for a plan, we do require 1-month security deposit.**

**Should you require access to our unlimited tea/coffee facilities, there is a \$5+GST charge per person.**

**All charges are subject to change without notice.**

## **CONTACT US...**

**Simply Office Ltd.**  
**Phone: 778-945-3000**  
**Fax: 604-971-0209**  
**Toll free: 1-855-782-7525**  
**[info@simplyoffice.ca](mailto:info@simplyoffice.ca)**

**Locations:**

**Waterfront Business Centre**  
**#220 – 145 Chadwick Court**  
**North Vancouver, BC V7M 3K1**

**Harbourfront Business Centre**  
**5<sup>th</sup> Floor - 224 West Esplanade**  
**North Vancouver, BC V7M 1A4**