

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

Boardroom rental (up to 8 people) (Minimum 1 hour, 30 mins increment)	\$30.00 per hour \$100.00 Half Day \$200.00 Full Day	
Multi-Purpose/Counselling room (Minimum 1 hour, 30 mins increment)	\$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	\$30.00	Per person per month

TELEPHONE SERVICES

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	0.75	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

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*