

## VIRTUAL OFFICE PLANS – VANCOUVER LOCATION

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.

Package	Mailbox Rental 24/7 access	Virtual Mail	Virtual Mail + Meeting Room	Virtual Mail + Telephone Answering Service	Virtual Telephone Line + Answering Service	Virtual Telephone Line
<b>Price per month</b>	<b><u>\$110.00</u></b>	<b><u>\$150.00</u></b>	<b><u>\$175.00</u></b>	<b><u>\$250.00</u></b>	<b><u>\$150.00</u></b>	<b><u>\$60.00</u></b>
<b>Prestigious Vancouver Business Address</b>	✓	✓	✓	✓	N/A	N/A
<b>Mail received; sorted &amp; notification provided. Forwarding available. Optional junk mail disposal included. Shredding available.</b>	✓	✓	✓	✓	N/A	N/A
<b>Parcels received &amp; notification provided. Forwarding available</b>	✓	✓	✓	✓	N/A	N/A
<b>Local Vancouver Fax Number</b>	✓	✓	✓	✓	✓	✓
<b>Receptionist to greet your clients, take a message and forward it to you</b>	✓	✓	✓	✓	N/A	N/A
<b>Local 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	5 Hours per month free	N/A
<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:**

**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 1st 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 \$40+GST charge per person per month or \$10 + GST charge per person per day.**

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

**CONTACT US...****Simply Office Ltd.**

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**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  
500 - 224 West Esplanade  
North Vancouver, BC V7M 1A4**

**Canada Place Business Centre  
World Trade Centre Building  
404 – 999 Canada Place  
Vancouver B.C. V6E 3E2**