

LIST OF ADDITIONAL SERVICES AVAILABLE

ADMINISTRATIVE SERVICES

Administrative support	\$40.00	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	\$5.00	Per package
National/International courier administrative fee	\$10.00	Per package
Fax Incoming - Full Service	\$1.50	Per fax
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	From \$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	Per key
Building pass security deposit	\$50.00	Per pass
Lost/Damaged building pass	\$50.00	Per pass

BOARDROOM / OFFICE RENTAL

	\$30.00 / Hour
Boardroom or Multi-Purpose/Counselling Room	\$100.00 / Half Day
	\$200.00 / Full Day

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 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

Private Network Internet set up fee	\$119.95	One-time charge
-------------------------------------	----------	-----------------

*5% GST will be charged on all services
All charges are subject to change without notice*