

## 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.

Package	Mailbox Rental <i>24/7 Access (Harbourfront location only)</i>	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>\$50.00</u></b>	<b><u>\$50.00</u></b>	<b><u>\$75.00</u></b>	<b><u>\$199.95</u></b>	<b><u>\$110.00</u></b>	<b><u>\$34.99</u></b>
<b>Prestigious North 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 North 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 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>	2 Hours per month free <i>(Waterfront location only)</i>	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 \$10+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  
500 - 224 West Esplanade  
North Vancouver, BC V7M 1A4**

**Canada Place Business Centre  
404 – 999 Canada Place  
Vancouver, BC V6C 3E2**