

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	Virtual Mail (24/7 access)	Virtual Mail + Meeting Room	Virtual Mail + Telephone Answering Service	Virtual Telephone Line + Answering Service	Virtual Telephone Line
Price per month	<u>\$110.00</u>	<u>\$175.00</u>	<u>\$250.00</u>	<u>\$150.00</u>	<u>\$60.00</u>
Prestigious Vancouver Business Address	✓	✓	✓	N/A	N/A
Mail received; sorted & notification provided. Forwarding available. Optional junk mail disposal included. Shredding available.	✓	✓	✓	N/A	N/A
Parcels received & notification provided. Forwarding available	✓	✓	✓	N/A	N/A
Local Vancouver Fax Number	✓	✓	✓	✓	✓
Receptionist to greet your clients, take a message and forward it to you	✓	✓	✓	N/A	N/A
Local Vancouver Telephone number	N/A	N/A	✓	✓	✓
Personalized Phone Answering / Directing / Forwarding	N/A	N/A	✓	✓	N/A
Meeting Room time	N/A	5 Hours per month free	5 Hours per month free	5 Hours per month free	N/A
Day and Night Auto-Attendant	N/A	N/A	✓	✓	✓
24 Hours access to Voicemail	N/A	N/A	✓	✓	✓
Access to state-of-the-art IT equipment	✓	✓	✓	✓	✓

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 one-month security deposit. This deposit will be applied to cover your last month with us.

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**

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, BC V6E 3E2**