

LIST OF ADDITIONAL SERVICES AVAILABLE

ADMINISTRATIVE SERVICES

Administrative support	\$40.00	Per hour
Black & white copying or printing	0.20	Per page
Black & white copying or printing – Full Service	0.30	Per page
Colour copying or printing	0.75	Per page
Colour copying or printing – Full Service	1.00	Per page
Local courier administrative fee	\$6.00	Per package
National/International courier administrative fee	\$10.00	Per package
Fax Incoming/ Outgoing	\$2.00	Per page
Mail, Scan & Email	\$1.00	Per page
Scanning – Full Service	\$1.00	Per page
Postage	Cost + 20%	Per mail
Reserved Parking	\$200.00	Per month
Annual Directory Board listing	\$200.00	Per year
Monthly Directory Board charge	\$25.00	Per month
Additional/Lost office key	\$10.00	Per key
Building pass security deposit	\$50.00-\$94.50	Per pass
Lost/Damaged building pass	\$50.00-\$94.50	Per pass

BOARDROOM / OFFICE RENTAL

Boardroom or Multi-Purpose/Counselling Room	\$40.00	Per hour
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TELEPHONE SERVICES

Dedicated telephone number	\$50.00	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
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*5% GST will be charged on all services
All charges are subject to change without notice*