

VIRTUAL OFFICE PLANS – VANCOUVER LOCATION

At Simply Office, we offer five 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...

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Locations:

Waterfront Business Centre
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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