

VIRTUAL OFFICE PLANS – NORTH VANCOUVER LOCATIONS

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 <i>(24/7 access at Harbourfront location only)</i>	Virtual Mail + Meeting Room	Virtual Mail + Telephone Answering Service	Virtual Telephone Line + Answering Service	Virtual Telephone Line
Price per month	<u>\$60.00</u>	<u>\$90.00</u>	<u>\$199.95</u>	<u>\$110.00</u>	<u>\$34.99</u>
Prestigious North 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 North Vancouver Fax Number	✓	✓	✓	✓	✓
Receptionist to greet your clients, take a message and forward it to you	✓	✓	✓	N/A	N/A
Local North 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 a 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.
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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**