



VIRTUAL OFFICE SPACE

Virtual Office from	\$157.50p/m
Additional Phone Number	\$ 50.00p/m
Dedicated Phone Number	incl.
Use of Waters Edge Address	incl.

PHOTOCOPYING & PRINTING

B&W A4 copy	\$0.11
B&W A3 copy	\$0.65
Colour A4 copy	\$0.55
Colour A3 copy	\$1.30
A4 Laminating	\$1.15

MESSAGE CHARGES (per message)

SMS to your mobile	\$0.50
Fax to selected fax number	\$1.25

INTERNET CONNECTION (per 2 devices)

Internet connection (wifi or ethernet)	\$14.20 p/w
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*Fair use policy applies. No illegal downloads or inappropriate materials to be viewed or downloaded. Speeds to your devices may be capped if excess load is detected.

*All prices exclude GST and may be subject to change.

OUTGOING PHONE CALLS

(Made by reception on your behalf by reception)

Local Calls	\$0.32 each
Mobile Calls	\$1.00 each

OFFICE SERVICES

Secretarial Service*	\$5.00 / 5 mins
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This cost includes time spent on office administration and other secretarial duties; (e.g data entry, letters, stationary, calls to clients, arranging couriers and dealing with client deliveries).

FACSIMILE

Incoming faxes emailed pdf format (per page)	\$0.90
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Incoming faxes up to 4 pages	\$1.65
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Additional pages	\$0.45
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Outgoing faxes	\$1.50
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SOFTPHONE AND PHONE NUMBER USE

Standalone package starting from \$80 per month.

Includes:

- WEBC number rental
- 500 minutes free calls
(additional minutes charged at \$0.15)
- Month by Month Contract

*Any costs incurred relating to Software (e.g. licenses) are the responsibility of the Client and not Waters Edge Business Centre. *All prices exclude GST and may be subject to change

*Softphone and number use require the customer to have compatible hardware and internet capabilities.

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waters edge BUSINESS CENTRE

Virtual Reception – Serviced Office Suites – Casual meeting space

ABN: 78 570 924 302

Level 1, 2-8 Lake Street | Caroline Springs | 3023 | p. 9217 6400 | f. 9217 6444 | e. information@watersedgebc.com.au

www.watersedgebc.com.au

STARTER PACKAGE – From \$157.50 per month

- Virtual Office Address
- Message taking and forwarding via email
- Includes 120 incoming calls per month (additional calls charged at \$1.00 each)

APPOINTMENT MAKER – From \$205 per month

- Virtual Office Address
- Message taking and forwarding via email
- Diary Management (1diary/person)
- Includes 120 incoming calls per month (additional calls charged at \$1.00 each)

FACE TO FACE PACKAGE – From \$195.00 per month

- Virtual Office Address
- Message taking and forwarding via email
- 4 hours of Boardroom Use
- Diary Management (Optional at an extra cost)
- Includes 120 incoming calls per month (additional calls charged at \$1.00 each)

P.A PACKAGE – From \$225.00 per month

- Virtual Office Address
- Message taking and forwarding via email
- 2 hours of Secretarial Services
- Diary Management (Optional at an extra cost)
- Includes 120 incoming calls per month (additional calls charged at \$1.00 each)

FACADE PACKAGE – From \$85.00 per month

- Use our address as your office address, to help with a professional appearance.
- Our staff will receive any deliveries and notify you via email when items are received.

MULTI-DIARY – From \$315.00 per month

- Virtual Office Address
- Message taking and forwarding via email
- 1 hour of Secretarial Services
- Diary Management (Up to 2 diaries/people)
- 200 incoming calls per month (additional calls charged at \$0.85 each)
- Additional Diaries available at \$105 per month each. Includes 100 incoming calls per month. (additional calls charged at \$0.85)

TIME SAVER PACKAGE – From \$155.00 per month

- Use of secretarial services (e.g. Scanning, printing, document preparation etc.) for up to 3 hours.
- More flexible packages are available to suit your needs, simply contact us to design your own.

FREQUENT FLYER PACKAGE – From \$105.00 per week

- Virtual Office Address
- Message taking and forwarding via email
- Diary Management (Optional at an extra cost of \$30 per week)

SMART UPGRADE – From \$55.00 per month

- SIP Softphone account via GoTo Connect
- Call clients using your WEBC supplied phone number
- 1000 Minutes of free calls per month (additional minutes charged at \$0.10)
- Make calls from your mobile or laptop from anywhere with a internet connection.

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BOARDROOM COSTING SCHEDULE

Rates for use during business hours 9am to 5pm

\$34.15 per Half Hour
\$54.6 per Hour
\$131.25 for 4 hours
\$200 for 8 hours

*Outside of business hours will incur extra charge for casual users. These costs are for staff members being present to supervise use and facility.

After hours are between 5pm and 8pm Monday to Friday

\$60 per half hour increments above the allocated rates.

Weekend costs are between 9am and 5pm

Minimum of 4 hours will apply (Additional hours between 4 and 8 will be charged @ \$180.00 per hour above the 4 hourly rate)

4 hours \$300.00
8 Hours \$550.00

MEETING ROOM COSTING SCHEDULE

Rates for use during business hours 9am to 5pm

\$20.50per Half Hour
\$34.00 per Hour
\$81.50 for 4 hours
\$115.50 for 8 hours

After hours are between 5pm and 8pm Monday to Friday

\$55 per half hour increments above the allocated rates.

Meeting room only available on weekends via prior arrangement with management. Prices will be issued upon application.

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