



## VIRTUAL OFFICE MENU

### VIRTUAL OFFICE SPACE

Virtual Office from	\$150.00p/m
Additional Phone Number	\$ 45.00p/m
Dedicated Phone Number	incl.
Use of Waters Edge Address	incl.

### PHOTOCOPYING & PRINTING

B&W A4 copy	\$0.10
B&W A3 copy	\$0.60
Colour A4 copy	\$0.50
Colour A3 copy	\$1.20
A4 Laminating	\$1.10

### 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)	\$13.50 p/w
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\*Fair use policy applies. No illegal downloads or inappropriate materials to be viewed downloaded. Speeds to your devices may be capped if excess load is detected.

### OUTGOING PHONE CALLS

Local Calls	\$0.32 each
Mobile Calls	\$1.00 p/min

### 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
Incoming faxes up to 4 pages	\$1.65
Additional pages	\$0.45
Outgoing faxes	\$1.50

### CASUAL MEETING SPACE

Board Room and Meeting Rooms are available on Request  
'Refer to Boardroom costing schedule  
Attached'

\*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

## 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](mailto:information@watersedgebc.com.au)  
[www.watersedgebc.com.au](http://www.watersedgebc.com.au)

**STARTER PACKAGE – From \$150.00 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 \$195.00 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 \$185.00 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 \$215.00 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 \$80.00 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 \$300.00 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 \$100 per month each. Includes 100 incoming calls per month. (additional calls charged at \$0.85)

**TIME SAVER PACKAGE – From \$145.00 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 \$95.00 per week**

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

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## **BOARDROOM COSTING SCHEDULE**

### **Rates for use during business hours 9am to 5pm**

\$32.50 per Half Hour  
\$52.00 per Hour  
\$125 for 4 hours  
\$190 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**

\$55 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 @ \$160.00 per hour above the 4 hourly rate)**

4 hours \$275.00  
8 Hours \$500.00

## **MEETING ROOM COSTING SCHEDULE**

### **Rates for use during business hours 9am to 5pm**

\$19.50 per Half Hour  
\$32.25 per Hour  
\$77.50 for 4 hours  
\$110.00 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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