



The Ark Virtual Office...

Virtual Office Services

Business Address	The Ark's York street address for your company stationary and courier deliveries.
Mailing Address	The Ark's QVB PO box ensures safe and secure mail delivery and collection. Mail collected or forwarded.
Telephone	Dedicated telephone answered in your company's name. Callers announced. Messages sent by SMS or email or calls transferred. Change your settings or check your account on line.
Voicemail	After hours calls to dedicated voicemail, and messages emailed as voice files.
Additional Services	We can also organise couriers, meeting rooms, catering, secretarial support and Hot Desks as required. <i>A minimum of 90 days is required for sign up. Additionally, a minimum 30 days is required for cancellation of services.</i>

Pricing – per month

\$300 + call costs **15 calls per day.**
Incoming calls transferred to landline or mobile, or messages sent via SMS, email or voice mail. Plus \$50 credit for call costs. *

\$200 + call costs **5 calls per day.**
Incoming calls transferred to landline or mobile, or messages sent via SMS, email or voice mail. Plus \$50 credit for call costs. *

- *Calls are charged at .10c/min per local call, and .35c a minute for calls to mobiles.
- Excess incoming calls beyond daily amount are charged at \$2.10 each.
- If your small business needs more than one phone number, you can **add additional numbers** for \$15 each, per month.
- \$20 per month, we can provide **signage for your company** in the Level 2 foyer of the Ark Workspace.

A minimum of 30 days is required for sign up. Additionally, a minimum 30 days is required for cancellation of services.



The Ark Virtual Office...

Mail Service

\$110

Perhaps you just need a CBD business address, then the Mail Service could be what you need.

Fax Service

\$15

Dedicated fax line for your company. Faxes emailed as pdf's to the email of your choice. \$15 rate only applicable in conjunction with virtual or mail only packages.

Sign up on line at www.thearkworkspace.com.au, or we can do it for you, call Jody on **8243 1105**

Hot Desks

Casual workstations are available for Virtual Tenants at \$ 85 per day. This includes broadband Internet, printing, photocopying, fax and scan. Also tea and coffee, fresh fruit and free use of the Alcove meeting room for 1 hour.

Meeting Rooms

The Alcove - suitable for 2-4 people @ \$ 45 per hour, or \$ 220 per day

Think Tank - high table suitable for 2-8 people, \$ 50 per hour or \$ 250 per day

The Library - large room seats up to 12, \$ 75 per hour or \$ 400 per day

All Prices are GST exclusive and valid to 31st July, 2010