

The Ark Mail Service...

The Ark is an exclusive office community where professionals and small businesses enjoy full serviced office facilities in a hi-tech, open plan environment. Services include Virtual Tenants, Mail Service, hot desk and meeting room hire.

Fees

Mail Service \$110 per month + GST

Services

Business Address	Included	Use of The Ark's address as a business address for your company.
Mailing Address	Included	Use of The Ark's PO box to ensure safe and secure delivery of all mail.
Mail	Included	Mail collected from The Ark's PO box and stored for collection during business hours or forwarded to you.
Reception Table	Included	Come in and sort yourself out at the big table in the reception area

Fax

Facsimile \$15 per month Dedicated fax line, faxes emailed as .pdf files to the email address of your choice.

Meeting Rooms

The Ark has three meeting rooms; each designed to cater for different group sizes and working styles. Each space has a whiteboard and speakerphone with conference calling. There is a data projector and Mimio electronic whiteboard also available if required. Tea and coffee can be served for a small additional fee, and simple catering can be organised on your behalf.

	Hourly Rate \$ - 1-4Hrs	Day Rate \$ - 5-8Hrs
Alcove 1-4 people	45	220
Think Tank 1-8 people	50	250
Library 1-12 people	75	400

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

Please check the website www.thearkworkspace.com.au
or please phone The Ark Workspace on 02 8243 1105