

Schedule of Reception Services & VA Support all prices are incl GST

Printing / Laminating / Binding, etc

Printing & Photocopying – A4 on white paper... Black 0.25/side, Colour 0.55/side (A3 = 2xA4)

Laminating A4 ... 3.50, Laminating A3 ... 5.00

Basic Binding – includes plastic spine, up to 20 pages ... 5.00

Advanced Binding – above plus clear cover & cardboard back ... 6.00

Faxing / File Copying / CD Burning, etc

FAX Receiving 25c/page, FAX Sending 30c/page (min. send 1.50, max 6.00)

File Copying onto Mobile SD Card or Disk... 2.50

CD/DVD Burning... from 4.50

Stationery, Postage, etc

Stamps ... 0.60, Envelopes – Standard DL ... 0.10, PAPER – Rheem of 500 ... 6.00, Note Pads # pages ... 0.50, Pens ... 0.50, Pencils ... 0.20, USB Sticks ... market prices

PERSONAL ASSISTANT (PA) SUPPORT

Typing – MS Word & Excel ... 14.00 / half hour = approx 3.50/A4 page

Emailing – Typing and Attachments ... 14.00 / half hour

Research on the Internet or Telephone ... 14.00 / half hour

Advanced Computing – e.g. ads, brochures, flyers, posters, powerpoint, etc ... 28.00 / half hour

Other Office Services available upon request ... at market rates

VIRTUAL RECEPTIONIST (VR) SUPPORT

Phone Answering, Re-direction or Message-Taking

- LITE – up to 25 calls/messages per month ... 35.00/mth
- MEDIUM – up to 100 calls/messages per month ... 66.00/mth
- Excess Calls @ \$1.50/call

Note: Any occasional calls missed will be pre-programmed to go to voicemail and attended to ASAP or alternatively diverted to your preferred phone number.

Virtual Office (VO) & Virtual Assistant (VA) Support all prices are plus GST

Prestigious Office Address + PO Box and Fax Number (shared) - mail and faxes held on your behalf (up to 20 items per week), meeting & greeting of your clients, handling and referring on of new enquiries, preferential booking of meeting rooms ... 8.00/week (Forwarding of correspondence optional extra)

Dedicated Telephone Number with Voicemail

- A Local or STD Phone Number with your personalised message (1300# optional extra)
- Ability to schedule and re-direct calls and setup 'Follow-Me',
- Voicemail Messages can be automatically emailed to you or easily accessed by phone remotely
- All of the above ... 8.00/wk + any call diversion charges (A small setup fee may apply)

Dedicated Fax Number, Receipt and Forwarding to email, etc ... 8.00/wk

Standard VO Package includes;

Office Address + PO Box + Fax Number (shared) + Dedicated Phone Number + Forwarding of Mail & Correspondence, total value 100.00, but Special Packaged Price only 75.00 / mth