



Edgecliff Serviced Offices Pty. Ltd.
Level 5, Edgecliff Centre
203 - 233 New South Head Road
Edgecliff NSW 2027
Sydney, Australia
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Additional Services

Please note:

- > All prices are subject to the addition of GST*
- > These rates apply to in-house-tenants. Higher rates apply to virtual tenants and casual users.

In addition to our standard inclusions, Edgecliff Serviced Offices provide the following additional services:

Tenant Car Parking

Security parking in a reserved space in the lower basement of the building, with direct lift service to your office. 24-hour access. \$250 per calendar month.

Visitor Car Parking

Underneath the building. First 1.5 hours **free**.

Casual Office Hire

\$10 per hour or \$65 per day. Surcharge for after hours. Office for rent Sydney.

Conference Room

\$10 per hour or \$65 per day. Includes seating for up to 14 people, TV, video, DVD, whiteboard, free fast broadband internet access and videoconferencing. Surcharge for after hours.

Word Processing

\$30 per hour, charged in 6-minute segments of \$3 each. Includes draft copy, plus final printout at \$2 per page. Charged in 6-minute segments of \$3 each.

Bookkeeping Services

All your accounts including invoicing, banking, creditors, debtors, reconciliations, P&L, general ledger, payroll, superannuation contributions, all with absolute confidentiality. We use the latest versions of M.Y.O.B. or Power 8 software. \$45 per hour (\$4.50 per 6 minute segment).

Desktop Publishing

Publisher 2000, desktop publishing... We can create your letterheads, brochures, advertising, artwork, graphics, company newsletters, etc. \$45 per hour with a minimum 30 minutes plus printout charges of \$1 per page (draft) and \$2 per page (final copy).

Database Development

Custom development of your database and reporting needs - web based or Windows (offline) based solutions.

Spreadsheets

Excel 2000 spreadsheets for financial analysis, budgeting, graphs and charts. Same charges as desktop publishing.

Photocopying

First 500 copies per month 20 cents each. Above 500 copies per month 10 cents each.

Facsimile

Staffed 8:30am to 7:00pm weekdays. (Machines receive all night, but no access for reasons of privacy). Competitive rates per page - available on request. Subject to our prior approval and if your workload justifies it, long term tenants may install their own facsimile machines.

Binding

Plastic book binding from \$2.00 per book.

Stationary

We stock all your daily needs, and pass on some of our bulk purchase savings. Charged to your monthly account. Saves you from having to go shopping, paying seperate accounts, delivery fees... etc.

Couriers

Local, Interstate, Overseas. You save on our bulk rates. We attend to collection and delivery drivers, we handle the problems.

Directory

Entry onto the Building Directory Board in the main entry foyer, and on level 5, at \$95 each.

Telephone Enhancements

As well as direct dialling at standard Telstra rates (no surcharge whatsoever), you can also connect to call waiting facilities with only one line (easycall) and an advanced system called Centel at a fraction of the cost of a commander system. Please enquire for further details.

Other Services

Scanning, shredding, additional furniture, additional or special telephone lines and equipment, screening of all incoming calls, reciprocal arrangements interstate for casual use of office/services, etc. can all be arranged to suit your requirements.

* Goods and Services Tax is currently levied in Australia by the Commonwealth Government at 10%.

Fully serviced office facilities in Eastern Suburbs of Sydney near CBD and all transport. Designed to support small businesses, branch offices and professional people with efficient modern office accommodation and services in Edgecliff - great location. Office for rent.