



Workspaces re-imagined

thesuites.com.au T 07 3147 8004

Virtual Offices

Let us manage your communications so
you can focus on growing your business.





BENEFITS

- > Flexible month to month arrangement - no lock in contracts
- > Great cost effective alternative to leasing an office – ideal for start-ups, travelling entrepreneurs, sole traders, or those working from a home office
- > Provide instant credibility to your business, with a prestigious corporate address
- > Ability to upgrade your Virtual Office Service at any time as your business needs change
- > Select a corporate address from any of our 3 prestigious business precinct locations
- > Choose from one of our comprehensive packages or let us tailor a package to suit your specific requirements

Prices exclude GST

Meeting room usage is subject to 'The Suites' fair use policy. Security deposit required, equivalent to 3 months service fee + GST.

PACKAGES	The Suites Mailbox	The Suites Virtual Reception	The Suites Meeting Access	The Suites Virtual Executive
Price per month (ex GST)	\$70	\$175	\$300	\$365
Initial set-up cost	\$50	\$150	\$100	\$150
ADMINISTRATION SUPPORT & MAIL MANAGEMENT				
Corporate address	✓	✓		✓
Mail & courier management (document scanning and forwarding)	✓	✓		✓
TELECOMMUNICATIONS & IT				
Dedicated in-bound local phone number		✓		✓
Professional phone answering with email message service		✓		✓
Wireless internet connection			✓	✓
FACILITIES				
Access to kitchen & break-out areas	✓	✓	✓	✓
MEETING ROOMS & BOARDROOMS				
One full day boardroom hire per month (in one suburban BTP location)			✓	✓
Two day hot desk hire per month (available at Eight Mile Pains & Darra)			✓	✓
Unlimited* access to meeting rooms in 2 hour increments in 3 suburban locations			✓	✓
ADDITIONAL EXTRAS				
Administration & secretarial services at discounted rates	✓	✓	✓	✓
Printing packages available (POA)	✓	✓	✓	✓
Additional boardroom access at discounted tenant rate			✓	✓
Invitation to networking & business events		✓	✓	✓