



## The Old Boot Factory Serviced Offices

### Schedule of Services

36 Cordelia St, South Brisbane 4101 Ph: 07 3214 6812

\* please note all costs are GST exclusive and are subject to change without notice

| Rent - paid per calendar month in advance | 6 month agreement       | 2 to 5 month agreement        |
|---|-------------------------|-------------------------------|
| monthly rent - Suite 1                    |                         | leased                        |
| monthly rent - Suite 2                    |                         | leased                        |
| monthly rent - Suite 3                    |                         | leased                        |
| monthly rent - Suite 4                    | \$550/month + GST       | \$660/month + GST             |
| monthly rent - Suite 5                    |                         | leased                        |
| monthly rent - Suite 6                    |                         | leased                        |
| monthly rent - Suite 7                    |                         | leased                        |
| monthly rent - Workstation 1              | \$290/month + GST       | \$348/month + GST             |
| monthly rent - Workstation 2              | \$290/month + GST       | \$348/month + GST             |
| monthly rent - Workstation 3              | \$290/month + GST       | \$348/month + GST             |
| monthly rent - Workstation 4              |                         | leased                        |
| monthly rent - Workstation 5              |                         | leased                        |
| monthly rent - Workstation 6              | \$290/month + GST       | \$348/month + GST             |
| monthly rent - Workstation 7              |                         | leased                        |
| monthly rent - Workstation 8              |                         | leased                        |
| monthly rent - Workstation 9              |                         | leased                        |
| monthly rent - Workstation 10             |                         | leased                        |
| monthly rent - Workstation 11             |                         | leased                        |
| monthly rent - Workstation 12             |                         | leased                        |
| monthly rent - Workstation 13             |                         | leased                        |
| <b>Bond required</b>                      |                         |                               |
|   | 1 month's rent          |                               |
| <b>Services Included</b>                  |                         |                               |
| Business Address                          |                         | ✓                             |
| Daily Mail Distribution                   |                         | included                      |
| Greeting of Visitors                      | 8.30am to 5.30pm M-F    |                               |
| Private Lock Up Office                    |                         | ✓                             |
| 24hr Access                               |                         | ✓                             |
| Phone line rental                         |                         | ✓                             |
| Telstra Fibre Optic Internet              | up to 20GB/mth included |                               |
| Tea & Coffee                              |                         | ✓                             |
| Lighting and Cleaning                     |                         | ✓                             |
| Air Conditioning                          |                         | ✓                             |
| Electricity                               |                         | ✓                             |
| <b>Telephone *</b>                        |                         |                               |
| Line Rental                               |                         | included in rent              |
| Local                                     |                         | \$0.15 per call               |
| STD                                       |                         | \$0.12 per minute             |
| mobile                                    |                         | \$0.33 per minute             |
| <b>Board Room Hire</b>                    |                         |                               |
| Per Hour                                  |                         | \$30 (min charge)             |
| 1/2 day                                   |                         | \$130                         |
| full day (9 hrs)                          |                         | \$200                         |
| After Hours                               |                         | by negotiation                |
| TV Display                                |                         | \$100                         |
| <b>Services offered</b>                   |                         |                               |
| Postage                                   |                         | Aust Post Rates               |
| Couriers                                  |                         | at cost + 25%                 |
| Sending & receiving faxes                 |                         | \$1.00 per page               |
| Printing/copying B&W                      |                         | 5c per page                   |
| Printing/copying Colour                   |                         | 50c per page                  |
| Telephone Answering                       |                         | provided by 3rd Party Service |
| Design with MS Publisher                  |                         | \$30/30mins or part thereof   |
| Word Processing                           |                         | \$30/30mins or part thereof   |
| Mail Merge Marketing                      |                         | \$30/30mins or part thereof   |
| Data with Excel                           |                         | \$30/30mins or part thereof   |
| Binding                                   |                         | \$5 per booklet               |
| Assistance with scanning                  |                         | \$2.00/page                   |
| Assistance with emailing                  |                         | \$2.00/email                  |
| PDF creation                              |                         | \$2.00/page                   |
| Building Directory Signage                |                         | \$30/metal placard            |

#### Carparking is available nearby:

**Street Parking - 2-4hr inner city limit - metered parking**

**Cultural Centre:** Call 3840 7103 for latest prices and info

**Convention Centre:** Call 3308 3000 for latest prices and info

**SW1 (cnr Cordelia St & Russell):** Call 1300 727 483 for latest prices and info

**Get Parked:** Call 0411 282 368 or visit [www.getparked.com.au](http://www.getparked.com.au)