



## The Old Boot Factory Serviced Offices

### Schedule of Services

17 Cordelia St, South Brisbane 4101 Ph: 07 3214 6811

\* 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	\$850	\$1,020
monthly rent - Suite 5		leased
monthly rent - Suite 6		leased
monthly rent - Suite 7		leased
monthly rent - Suite 8	\$500	\$600
<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	✓	
ADSL Internet access	up to 1000MB/mth included	
Tea & Coffee	✓	
Lighting and Cleaning	✓	
Air Conditioning	7am to 7pm M-F; 7am to 5pm Sat	
Electricity	✓	
Casual Meeting Area (max 30 mins)	✓	
<b>Telephone *</b>		
Line Rental	included in rent	
Local	\$0.15 per call	
STD	\$0.12 per minute	
mobile	\$0.33 per minute	
* current as at 23.2.09 and subject to change without notice		
<b>Board Room Hire</b>		
Per Hour	\$40 (min charge)	** first 3 hours boardroom use is free of charge
1/2 day	\$130	
full day (9 hrs)	\$200	
After Hours	by negotiation	
Data Projector/DVD	\$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	** first \$50 of printing is free of charge
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	

#### Carparking is available nearby as below:

**Cultural Centre:** \$10/day incl GST - 500 metre walk (phone 3840 7103 for the latest info)

**Convention Centr:** \$12/day incl GST - 300 metre walk (phone 3308 3000 for the latest info)

- early bird is \$10 (in by 8.30am and out by 6pm); monthly pass \$230/mth 1st month & \$220/mth thereafter