



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	\$600	\$720	Avail 2nd Sept
monthly rent - Suite 4		leased	
monthly rent - Suite 5		leased	
monthly rent - Suite 6		leased	
monthly rent - Suite 7	\$450	\$540	Avail 2nd Sept
monthly rent - Suite 8		leased	
Bond required	1 month's rent		
Services Included			
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)	✓		
Telephone *			
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			
Board Room Hire			
Per Hour	\$20 (min charge)		
1/2 day	\$130		
full day (9 hrs)	\$200		
After Hours	by negotiation		
Data Projector/DVD	\$100		
Services offered			
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		

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