

## **VIRTUAL OFFICES and IDENTITY PLANS**

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### **CORPORATE ADDRESS PLAN**..... \$87.50/month (3-month minimum)

- mailing address ..... 12-month contract: \$70.00/month
- mail notification and mail pickup/forwarding
- opening, scanning and emailing ..... \$15.00/month

### **CORPORATE TELEPHONE ANSWERING PLAN**

- with private telephone line and voicemail box included ..... \$175.00/month
- professional telephone answering service with Address Plan and fax number
- Optional extra features (call-transfer, voicemail to email, auto attendant), each . \$15.00/month

### **CORPORATE IDENTITY PLAN (VIRTUAL OFFICE)**

- with private telephone line included ..... \$275.00/month

*also included:*

- √ prestige mailing address
- √ mail handling, notification, pickup/forwarding
- √ professional telephone answering
- √ facsimile number
- √ reception
- √ office administration
- √ 5 hours a month boardroom or meeting room use

*plus access to and **preferred** rates on:*

- word processing, secretarial, clerical support
- incoming and outgoing facsimile service
- photocopies and scanning—B&W and colour

- Optional extra features (call-transfer, voicemail to email, auto attendant), each . \$15.00/month

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