

# VIRTUAL OFFICE

<b>SERVICES</b>	<b>OPTION 1 R600</b>	<b>OPTION 2 R800</b>	<b>OPTION 3 R1290</b>
Calls answered in your company name	√	√	√
Prestigious business address	√	√	√
Dedicated telephone number	√	√	√
Telephone messages mailed to you	√	√	√
Voicemail retrieval	√	√	√
Discounted rates for meeting & boardrooms	√	√	√
Free meeting or boardroom hours/month		2	4
Receiving of post and courier packages		√	√
Access to networking & other events	√	√	√
<b>All prices are monthly and exclude VAT</b>			

# PRIVATE OFFICE SPACE

SERVICES	PRIVATE 1 1 SEATER R3 200 <i>per month</i>	PRIVATE 2 2 SEATER R5 600 <i>per month</i>
Wi-Fi	√	√
Dedicated Desk	√	√
Calls answered in your company name	√	√
Prestigious business address	√	√
Dedicated telephone number	√	√
Telephone messages mailed to you	√	√
Voicemail retrieval	√	√
Free meeting & boardroom hours	2	4
Discounted rates for meeting & boardrooms	√	√
Receiving post & courier packages	√	√
Weekday access 8:00 – 17:00	√	√
Onsite basic computer support (related to the connection to our systems)	√	√
Self service - tea, coffee and water	√	√
<b>All prices are monthly and exclude VAT – The minimum Private Office term is 3 months</b>		

# COWORKING / HOTDESKING

SERVICES	HOTDESK R1900 per month	DEDICATED DESK R2250 per month
Wi-Fi	√	√
Dedicated Desk		√
Calls answered in your company name	√	√
Prestigious business address	√	√
Dedicated telephone number	√	√
Telephone messages mailed to you	√	√
Voicemail retrieval	√	√
Free meeting & boardroom hours	1	2
Discounted rates for meeting & boardrooms	√	√
Receiving post & courier packages	√	√
Weekday access 8:00 – 17:00 (Monday to Friday)	√	√
Onsite basic computer support (related to the connection to our systems)	√	√
Self service - tea, coffee and water	√	√
<b>All prices are monthly and exclude VAT – The minimum Coworking/Hotdesking term is 3 months</b>		

# MEETING / TRAINING ROOM

## 8 SEATER BOARDROOM

from R380 *(excl. VAT)*

- ✓ Hourly @ R 380
- ✓ Half day (4 hours) @ R 800
- ✓ Full day (9 hours) @ R 1 500

Wi-Fi (standard)

Tea & coffee

Hourly, half day or full day rates

## TRAINING ROOM

*(excl VAT)*

- ✓ 1 -10 people Half day @ R 1 500
- ✓ 1 – 10 people Full day @ R 2 000
- ✓ 10 – 30 people Half day @ R 2 700
- ✓ 10 – 30 people Full day @ R 3 500

**Pricing is for the stipulated period or part thereof and does not carry over.**

**Pricing is for space and Wi-Fi access only for the booked period, unless extra requirements specified.**

**Operational hours is from Monday to Friday 08:00 – 17:00**

**Contact us for special arrangement on weekends**

***All prices are monthly and exclude VAT***

# FLEXI-ACCESS

SERVICES	1 – 4 HOUR	DAILY	WEEKLY	MONTHLY
Private 1	R320.00	R500.00	R1 500.00	R2 000.00
Private 2	R400.00	R700.00	R1 800.00	R4 000.00

SERVICES	DAY PASS	10 DAY PASS (Trending)	MONTHLY
Co-working Desk	R120.00	R800.00	R1 100.00

**All prices exclude VAT – The above services are on a first come first serve basis subject to availability**

**Pricing is for the stipulated period or part thereof and does not carry over.**

**Pricing is for space and Wi-Fi access only for the booked period.**

**Half day is for 4 hours**

**Operational hours is from Monday to Friday 08:00 – 17:00**

**Contact us for special arrangements on weekend**

***All prices are monthly and exclude VAT***

# OTHER SERVICES

<b>COPY &amp; PRINT</b>	<b>RATE (excl VAT)</b>
Black & white (Copy)	R1.00
Black & white (Print)	R2.00
Colour (Copy)	R4.00
Colour (Print)	R7.00
<b>SCANNING per page</b>	
Colour or black and white	R1.50
<b>LAMINATING per document</b>	
A4	R10.00
A3	R15.00
<b>BINDING from R10.00 depending on size</b>	
Fax receiving (per page black & white)	R1.00
Projector (per hour)	R150.00
Video conferencing (per hour)	R350.00
Courier services	Price on request
Secretarial services	Price on request

# OTHER SERVICES

<b>ADMINISTRATION</b>	<b>RATE (excl VAT)</b>
Office & Hot Desk - new lease/renewal once-off admin fee	R400.00
Virtual - new lease/renewal once-off admin fee	R200.00
Addendum once-off admin fee	R250.00
Suspension - once-off admin fee	R300.00
Late payment penalty	R500.00
<b>WORKSTATION SET-UP</b>	
Workstation set-up, printer set-up and cable management	R650.00
<b>TELEPHONE</b>	
Phone line rental (excluding calls)	R300.00
Line activation	R200.00
<b>ACCESS KEYS</b>	
Office keys – per set	R120.00
<b>OFFICE AND HOT DESK DEPOSIT</b>	
Rental less than 30 days	50% of monthly rental
Rental more than 30 days	Full monthly rental