



Virtual Offices Package Options:

Location Package - \$59 a month

- Professional business address
- Mail & package receipt
- Use of address for business license, business cards, website etc...
- Local presence including drop-off and pick up point for clientele
- Access to conference room
 - Three times a month – M thru F from 9-5
 - After 5pm additional \$25
 - Saturday additional \$75
 - Additional day use – ½ off day conference rental

Communications Package - \$99 a month

- Professional business address
- Mail & Package receipt
- Mail forwarding on request (daily, weekly or monthly) cost of postage additional
- Use of address for business license, business cards, website etc...
- Local presence including drop-off and pick up point for clientele
- Access to conference room
 - Five times a month – M thru F from 9-5
 - After 5pm additional \$25
 - Saturday additional \$75
 - Additional day use – ½ off the day conference rental

Communications Plus Package – Coming Soon – Will include receptionist, copying, printing & fax in addition to the standard communications package.

ALL PACKAGES

1. Virtual office packages require a 6-month minimum term lease and applicant must fill out a building application with approval from the Business Innovation Hub Building Committee. A business plan may be required – see building application.
2. A one-time set up fee is required for a virtual office. The set-up fee is \$25 for the location package and \$50 for the communications package.
3. No deposit is required.