

## Virtual Office Plans

A virtual office includes all the services, staff and state of the art equipment of a regular office, *without the physical space*. By using our **shared staff, technology, meeting rooms and business lounge**, you can reduce or eliminate office space, reduce or redirect staff and lower your telecommunications costs, thereby saving you thousands of dollars annually.

### Mailbox

Mailbox is the perfect solution to establishing a professional address with convenient access. Mail and parcels are received by New Look and are defined as typical business mail correspondence. This service is not to be used for any mass mailings, promotion or contest use without our prior written consent. Large parcels left on the premises for more than 24 hours may be subject to a storage surcharge.

- Use of NLBC mailing address: Suite 300 - 1275 West 6th Avenue, Vancouver, B.C. V6H 1A6

|                                 |                                |
|---------------------------------|--------------------------------|
| <b>Fee, monthly in advance:</b> | <b>\$60 + GST</b>              |
| <b>Term:</b>                    | 3 months prepaid, then monthly |

### Mailbox Plus

If you need more than just a mailing address, this plan allows you to use and pay for services as you need them, whether it is an occasional meeting room, courier services or some secretarial services.

- Use of NLBC mailing address
- Access to services and facilities at preferred rates (see Executive Services)

|                                 |                     |
|---------------------------------|---------------------|
| <b>Fee, monthly in advance:</b> | <b>\$75 + taxes</b> |
| <b>Security deposit:</b>        | \$200               |
| <b>Term:</b>                    | month to month      |

### Virtual Office

- All services offered in **Mailbox Plus**
- Telephone answering service for one person 8:30-5:00 Monday through Friday
- Includes business line and business number with one voice mailbox
  - Call forward, call patch, voice mail to email, answering for more than 1 person (extra charges apply)

|                                 |                      |
|---------------------------------|----------------------|
| <b>Fee, monthly in advance:</b> | <b>\$145 + taxes</b> |
| <b>Term:</b>                    | month to month       |
| <b>Security deposit:</b>        | \$200                |
| <b>Start-up fee:</b>            | \$50 taxes           |

### Telephone Answering Only

If you already have an address and just require professional, personalized telephone answering then this is a great option. We can tailor our service to fit your needs with a variety of options.

- Telephone answering service for one person 8:30-5:00 Monday through Friday
- Includes business line and business number with one voice mailbox
  - Call forward, call patch, voice mail to email, answering for more than 1 person (extra charges apply)

|                                 |                      |
|---------------------------------|----------------------|
| <b>Fee, monthly in advance:</b> | <b>\$110 + taxes</b> |
| <b>Term:</b>                    | month to month       |
| <b>Security deposit:</b>        | \$200                |
| <b>Start-up fee:</b>            | \$50 + taxes         |