



Virtual Offices

Let us manage your communications so you can focus on growing your business.



Give your business a corporate address without the overheads.

Provide instant credibility to your business with a corporate address from any of our 3 office locations. With no lock in contracts, and the flexibility to upgrade your service as your business needs change, our Virtual Offices are a great cost effective alternative to leasing an office.

For more information please visit thesuites.com.au or call 3147 8004

THE SUITES
BY GRAYSTONE



BENEFITS + PRICING

- > Flexible month to month arrangement - no lock in contracts
- > Great cost effective alternative to leasing an office – ideal for start-ups, travelling entrepreneurs, sole traders, or those working from a home office
- > Provide instant credibility to your business, with a prestigious corporate address
- > Ability to upgrade your Virtual Office Service at any time as your business needs change
- > Select a corporate address from any of our 3 prestigious business precinct locations
- > Choose from one of our comprehensive packages or let us tailor a package to suit your specific requirements

Prices include GST
Meeting room usage is subject to 'The Suites' fair use policy. Security deposit required, equivalent to 3 months service fee + GST.

PACKAGES	The Suites Mailbox	The Suites Virtual Reception	The Suites Meeting Access	The Suites Virtual Executive
Price per month (ex GST)	\$49	\$150	\$300	\$350
Initial set-up cost	\$50	\$150	\$100	\$150
ADMINISTRATION SUPPORT & MAIL MANAGEMENT				
Corporate address	✓	✓		✓
Mail & courier management (document scanning and forwarding)	✓	✓		✓
TELECOMMUNICATIONS & IT				
Dedicated in-bound local phone number		✓		✓
Professional phone answering with email message service		✓		✓
Wireless internet connection			✓	✓
FACILITIES				
Access to kitchen & break-out areas	✓	✓	✓	✓
MEETING ROOMS & BOARDROOMS				
One full day boardroom hire per month (in one suburban BTP location)			✓	✓
Two day hot desk hire per month (available at Eight Mile Pains & Darra)			✓	✓
Unlimited* access to meeting rooms in 2 hour increments in 3 suburban locations			✓	✓
ADDITIONAL EXTRAS				
Administration & secretarial services at discounted rates	✓	✓	✓	✓
Printing packages available (POA)	✓	✓	✓	✓
Additional boardroom access at discounted tenant rate	✓	✓	✓	✓
Invitation to networking & business events	✓	✓	✓	✓

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