

BUSINESS SERVICES LIST - MAIL

Mail	\$50 (\$25)			
Receive Mail at additional OfficeExec Location	\$15 (\$25)			
Mail Forwarding	No Forwarding*	Weekly /Biweekly/ Monthly Forwarding	Daily Forwarding	On-Demand Forwarding
	Standard service with all mail packages. Mail will be received and held for pick up during regular OfficeExec business hours.	Mail will be forwarded to ONE address on Thursday the week it was received on (weekly), every other Thursday, or last Thursday of month.	Mail will be forwarded by the end of the day it was received on.	If you don't usually require daily forwarding, but require a specific item forwarded the same day.
	\$0 (\$0)	\$5 (\$10)	\$25 (\$10)	\$7.50 + postage
Scan to Email	\$10 (\$10) + \$0.05/page		Restricted to letter and legal size page. Must sign waiver indicating that OfficeExec staff is permitted to open mail for the purposes of scanning and emailing. All mail will be held after scanning for pick up*.	
Lobby Listing	\$5 (\$75)		Subject to availability and approval by building management	
Additional Business Name	\$10 (\$25)			
Additional Forwarding Location	\$15 (\$25)			
Email Notification	Weekly	Daily	Immediate	
	This is our standard notification service. You will be notified on Thursday if there is any mail for you at the center.	You can receive a notification about any mail you received at the end of that day.	This is especially useful if you receive a large quantity of mail from sources other than Canada Post (courier, UPS, FedEx etc.)	
	\$0 (\$0)	\$10 (\$10)	\$15 (\$10)	

\$A (\$B) - whenever this notation is used, A refers to the monthly charge, and B refers to the set up fee.
 E.g. **\$5 (\$25)** means a one-time set up charge of \$25 with a recurring monthly charge of \$5.

All amounts are in Canadian Dollars.

- OfficeExec is not responsible for lost, stolen or delayed mail.
- If signature was required on delivery, it will be required prior to pick-up.
- Client can specify default forwarding type - Canada Post Standard, Canada Post Express (w/Tracking), Courier
 All mail has to adhere to Canada Post shipping regulations and restrictions
- OfficeExec will not receive and/or sign for any package weighing over 22.5lb or is greater than 2ft³.

***If mail is not collected within 12 weeks of delivery, mail will be forwarded to address on file. Postage charges and an admin fee of \$7.50 will apply.**

BUSINESS SERVICES LIST - PHONE

Phone	\$75 (\$35)	Includes ONE local phone number, ONE voicemail box and optional call answering during regular business hours.		
Out of system Forwarding	FREE	Long distance charges will apply for long distance forwarding.		
Additional Voicemail and/or Forwarding	\$5 (\$5)			
IVR Set up	Single Tier Standard	Mutli Tier or Single Tier Advanced		
	A single tier IVR set up with standard directory listing. Limited to max. 20 directory items.	Advanced IVR set ups require a quote based on requirements.		
	\$0 (\$50)	\$call (\$call)		
Private Fax2Email Number	\$12 (\$25)	Digital Fax Number - not a dedicated Fax Line. May not work with older fax machines.		
Additional Phone Numbers	Local	North American	International	
	Standard 416 phone numbers.	North American phone numbers. Subject to availability.	International phone numbers. Subject to availability	
	\$12 (\$25)	\$25 (\$25)	\$call (\$25)	
Conference Numbers	Dedicated Number	Shared Number		
	A local number dedicated for your company only.	Use our business center conference number. Subject to availability*.		
	\$25 (\$25)	\$15 per day		
Number porting	\$60	Allow 2-3 months for porting. Some companies may charge a higher release fee; some companies may choose not to release phone number. OfficeExec cannot guarantee that your number can be obtained from your current provider.		
Scheduled Call Handling	\$25 (\$25)	Applies to standard OfficeExec business hours only.		
Voicemail Recording	\$10	Cost for each recording if OfficeExec staff is required to make a recording for you.		
Additional Phone	\$25 (\$15)	Standard digital handset provided by OfficeExec. Client has option of purchasing phone from OfficeExec. Costs vary, please inquire.		
Long Distance	Local	North America	International	
	FREE	\$0.07/min	Inquire	

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*As limited shared numbers are available, access to our shared numbers are on a first come first serve basis. We require 72 hours notice to set up a conference number.

BUSINESS SERVICES LIST - PHONE

1-800 #	\$25 (\$25)	Client agrees to pay all long distance and other fees associated to the use of this number.		
Fax	Local	North America	International	
	FREE	\$0.75/page	Inquire	
Change Request	\$10/change	Any change request to existing service or set up.		
Additional Person	\$15 (\$25)	Includes additional voicemail/extension, call handling and mail registration of this new individual as part of your company. We recommend that this is done for each individual that joins your company after sign up. This will ensure that calls do this person and mail for this person is not lost. We cannot collect mail addressed to anyone not registered with us - nor will admin no how to provide proper call handling.		

BUSINESS SERVICES LIST - IT SERVICES

Printer Driver Set up	\$25	After initial set up; applies to OfficeExec Business Center printers only.
Custom Printer Set up	\$100	Out of the box set up. All hardware and software need to be provided by Client.
Internet/Wi-Fi	\$25	After initial set up; applies to OfficeExec's public Wi-Fi network only.
Additional ports (phone/internet)	\$75/port	If you require an additional physical connection from our switch to your office.
Static IP address	\$25 (\$50)	Subject to availability.
IT Support	\$85/hr	We will have an inhouse specialist look at your problem. We do not provide support for all Software and Hardware issue, please inquire. By appointment only.

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All IT Services are by appointment only.

BUSINESS SERVICES LIST - ADMIN SERVICES

Mail Service - Scan to Email or Fax	\$5 + \$0.02/page	If scan-to-email is required without scan-to-email package. In case of faxing, long distance charges will apply.
Document Scanning	\$5 + \$0.02/page	Scanning documents for clients
Oversize Document Scanning	\$25 + \$0.50/page	Any document that does not fit the document loading slot. Maximum total size cannot exceed 11x17.
Mail Verification	\$6.25 per envelope or package	Every time an Office Admin is required to open mail and discuss the content thereof with client. Requires written and signed permission by client.
Phone Answering - Assigned Scripts	\$15 (\$10)	For anything other than the standard script. Does not include answering from FAQ or providing explanations or sales pitches about your product or service.
Item Charge	\$0.10 - \$1.00	Envelopes, Pens etc.

BUSINESS SERVICES LIST - PRINTING

B/W	\$0.07	For each printed page
Color	\$0.40	For each printed page
Additional Printer Code	\$5 (\$5)	Suitable for companies with multiple employees; allows you to track individual usage.

BUSINESS SERVICES LIST - BUNDLED PRICING

Office Clouds Standard	\$279⁺ (\$75) (\$575 value) \$259* 6-month term \$229* 12-month term	Comes with ONE phone number, ONE voicemail, ONE business address for mail, and 12 hours of Boardroom/Meeting Room/Day Office usage (does not include Level 2 rooms).
Office Clouds 20	\$399⁺ (\$75) \$369* 6-month term \$339* 12-month term	Like Office Clouds Standard but with 20 hours of usage.
Office Clouds 30	\$599⁺ (\$75) \$559* 6-month term \$519* 12-month term	Like Office Clouds Standard but with 30 hours of usage.
Office Clouds 40	\$775⁺ (\$75) \$725* 6-month term \$675* 12-month term	Like Office Clouds Standard but with 40 hours of usage.
Boardroom Package	\$199⁺ (\$75)	Get 12 hours FREE access to our boardrooms. Additional hours will be charged at member rates. (Does not include Executive Boardroom at 25 Sheppard)
Pay-per-Use Membership	\$0 (\$25)	Book rooms at our member rates.

*\$0 set up for 6 month or longer terms, ⁺Term contracts receive an additional discount if paid in full the beginning of the term.

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BUSINESS SERVICES LIST - SHARED USE ROOMS (MEMBER RATES)

Room/Location	Hourly	Half Day* 4 - 7.5 hrs, must start before 1:30pm	Full Day** 8hrs+, must start before 9:30am	Approximate Capacity
Boardroom/1200 Bay	45	150	200	12
Meeting Room/1200 Bay	25	75	125	6
Day Office/1200 Bay	15	45	75	3
Boardroom/330 Bay	45	150	200	10
Meeting Room/330 Bay	25	75	125	4
Day Office/330 Bay	15	45	75	3
Executive Boardroom / 25 Sheppard (L2) †	95	300	580	20 (55)‡
Boardroom (1,2) / 25 Sheppard	45	150	200	10
Meeting Room (1,2) /25 Sheppard	25	75	125	4
Day Office (1,2,3) / 25 Sheppard	15	45	75	3

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* Rate for every 4 hours - a 5 hour booking of the 1200 Bay Boardroom will be \$187.50.

** Rate for every 8 hours - a 9 hour booking of the 1200 Bay Boardroom will be \$225.

† The Executive Boardroom by default is not included in any free booking hours package.

‡ Capacity for lecture style set up. Lecture style set up requires additional \$300 set up fee.