



# COWORKING & SERVICE RATES

## COWORKING SERVICES & RATES

### COWORKING PLAN

\$199

- Preferred Rates for Conference Rooms
- Community Friday Morning Breakfast
- Shared Fax Number
- Access to WiFi Network
- Unlimited Coworking/Lounge Space Usage (during business hours for one person)

Set Up Fee: \$50.00

### DEDICATED DESK

\$299

- Preferred Rates for Conference Rooms
- Community Friday Morning Breakfast
- Shared Fax Number
- Access to WiFi Network
- Unlimited Coworking/Lounge Space Usage (during business hours for one person)
- Dedicated Desk in Shared Space (during business hours for one person)

Set Up Fee: \$100.00

## SERVICE RATES

#### PHONE ANSWERING

30 Second Unit: \$0.48

#### SCANNING

Color or B&W: \$0.02 per page

#### PHOTOCOPIES & PRINTING

Black & White:  
\$0.09, 1-500 pages/month  
\$0.07, 501-2,000 pages/month  
\$0.06, 2,001+ pages/month

Color:  
\$0.29 per page

#### FACSIMILE

Incoming: \$1.00 per fax  
Outgoing: Free

#### SHIPPING SERVICES

FedEx (Using BC Card):  
10% discount off list price

Other Shipping Services:  
Cost + 25%

Postage (USPS):  
Cost + 20%

#### LCD PROJECTOR RENTAL

Per hour: \$15.00  
1/2 day: \$45.00  
Full day: \$80.00

#### MAIL HANDLING

Company Name & One DBA:  
Included

Additional Entity Names:  
\$15.00 each per month

#### COORDINATION OF OUTSIDE SERVICES

Cost + 20%

#### SHREDDING SERVICE

Per Bankers Box: \$25.00  
\*Discounts for large quantities

## SUPPORT RATES

#### ADMINISTRATIVE / SECRETARIAL

Hourly Rate: \$36.00  
Minimum: \$2.00

Billing Increments: 30 minutes

*Reduced rates for contracted services.  
Rush charge = 50% increase on support rates.  
Any request/project that requires us to put other work aside and make your job the priority.*