



ADDRESS

2ND FLOOR
20 TOWNSITE ROAD
NANAIMO, BC, V9S 5T7

CONTACT

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FAX: (250) 244-2970
INFO@TOWNSITEBUSINESS.COM

WEBSITE

TOWNSITEBUSINESS.COM

Fully-Serviced Offices

Includes:

- Furniture (desk, executive chair, two side chairs)
- Underground Parking
- Daytime personalized telephone reception with night time voice mail
- Operating costs
- Access to all office support services
- Four (4) hours of boardroom use monthly (non-cumulative or transferable)
- Air conditioned
- Large lounge areas
- Full kitchen and lunch area with deck overlooking the harbour
- Janitorial services
- Security system (each tenant has own access code)
- Complimentary coffee service
- Beautiful views

Support Services Available:

Phone Line:	\$60.00/month (\$60.00 one-time hook-up charge)
High Speed Internet:	\$35.00/month
Boardroom Rental:	\$25.00/hour, \$50.00/half-day, \$100.00/day (Includes use of Proxima, DVD/VCR, screen and flip-charts, all as required)
On-line Work Stations:	\$25.00/hour, \$50.00/half-day, \$100.00/day
Secretarial Services:	\$25.00/hour (15 minute minimum)
Resume Preparation:	\$25.00 (2 page resume)
Postage:	Cost + \$.10 up to 500gms (parcels at special request)
Courier:	Cost + 20% (on our account)
Fax Services:	Incoming \$1.00/page Outgoing \$1.50/page Outside Canada/US \$2.50/page
Photocopies:	Colour-enabled Canon imageRUNNER C6800 Offering digital copying, mail-box features, Super G3 Fax, available network printing, scanning and sending functions Black & White \$.15/page; Colour \$1.00/page (negotiable on higher volumes)
Catering Service:	Cost + 20% (available upon request)