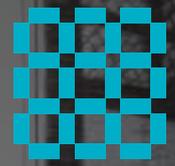


Virtual

by
The Office
Space



The Office Space

The Office Space builds, equips and services beautiful bespoke office environments for the creative and small business community.

We offer our clients their own place in a competitive and rapidly changing business world. The Office Space supports businesses at all stages looking to establish a professional presence in Sydney's most dynamic and creative districts.

Virtual

Racing advances in technology and ever expanding online markets have allowed for an increasingly customisable business model that doesn't require a shop front or physical office presence.

As the way we work becomes more fluid, more mobile and more malleable, the concept of Virtual Office has developed as an increasingly relevant, cost effective solution. Virtual Office includes all the vital elements of a professional business frontline: a business address, mail management, dedicated phone number, personalised call services and access to meeting space or office suites as you need. Virtual Office will give you the freedom to launch your budding entrepreneurial scheme and to test out your ideas, all the while providing the professional image to support it.

Virtual by The Office Space

Virtual by The Office Space offers a consistent and considered business presence for workers on the road, at home, or those balancing full time commitments with the commencement of a new venture. We provide the essential interface between you and your clients so you are able to focus on the core of your business.

Virtual by The Office Space offers a set of packages as well as customisable Virtual Office services to suit your budget and business requirements.

Our Virtual Office packages are supported by very real world solutions and environments in the form of our office facilities and highly skilled staff.

Virtual Address

Strategically position your business and build client confidence with an inner city business address and comprehensive mail management.

Costs per month	Business address	Mail handling and mail forwarding *20 pieces per month	Dedicated landline phone number	Personalised call answering and connection	Call transfers and messaging servicea	Access to 1 hour meeting room per week OR one day in office suite	Access to business community and events.
\$110 + GST	Yes	Yes	No	Yes	No	No	Yes

Virtual Office

Secure a dedicated landline number and personalized call management so every call is captured and handled in a professional manner. Standard call handling options include message taking, transferring calls as requested, and SMS and email notifications. Custom call management such as answering of basic sales questions, diary management and additional data capture can be tailored to your needs.

Costs per month	Business address	Mail handling and mail forwarding *20 pieces per month	Dedicated landline phone number	Personalised call answering and connection	Call transfers and messaging service	Access to 1 hour meeting room per week OR one day in office suite	Access to business community and events.
\$280 + GST	Yes	Yes	Yes	Yes	Yes	No	Yes

Virtual Office Plus

Take advantage of The Office Space's beautiful facilities with 1 hour of meeting room use or 1 day of casual workstation or office suite use per week.

Costs per month	Business address	Mail handling and mail forwarding *20 pieces per month	Dedicated landline phone number	Personalised call answering and connection	Call transfers and messaging service	Access to 1 hour meeting room per week OR one day in office suite*	Access to business community and events.
\$440 + GST	Yes	Yes	No	No	No	Yes	Yes

Virtual Custom

The Office Space can create a custom package that is uniquely suited to your business needs.

This may include additional services such as:

- Answering of basic sales questions
- Diary management
- Capturing additional caller information
- Ad hoc PA tasks

* Subject to availability, bookings must be made 1 week in advance

POA



Reservoir by The Office Space

The Office Space's original Surry Hills location on Reservoir Street presents a vibrant, inspiring design-centred environment over four dynamic levels.

Meeting Rooms

Reservoir by The Office Space offers 4 formal meeting spaces and a range of on demand hot desking options.

1. The Boardroom

features contemporary Knooxl table and Arne Jacobsen Ant chairs for up to 14 guests. This room is fully equipped with audio/visual and conferencing equipment.

2. The Eames AV Room

presents Eames executive chairs and table and the latest audio-visual equipment deliver a professional presentation space.

3. The Fringe Room

features Japanese string curtains, Koskela table and oversized feature lamp create an ambient and intimate space for up to 6 guests.

4. The Videoconferencing Space

is an office dedicated to intimate meetings or videoconferencing activities via the 27inch mac screen and conference phone.

All meeting rooms are available to The Office Space's Virtual clientele at a discount of 20%.

The Fringe Room	\$80 p/hr	\$500 p/day
The Eames Room	\$80 p/hr	\$500 p/day
The Board Room	\$150 p/hr	\$1000 p/day
Hot Desk		\$120 p/day
Hot Office		\$200 p/day



**Paramount
by
The Office
Space**

The Office Space’s Paramount House location represents a bold new concept in office real estate. A coveted address within the stunning heritage listed Paramount Pictures building, architectural design, and impeccable professional and personal services create a business environment of unparalleled prestige and sophistication.

Meeting Rooms

Paramount by The Office Space offers an array of purpose-built meeting options that speak of your business’s success and cut a sharp image of your own sophistication within the stunning Paramount House building.

1. The Office Space Glass Room will suit private discussions for up to 6 people.

2. The Office Space Boardroom accommodates up to 12 people and is supported by integrated AV equipment and a well-stocked drinks cabinet.

3. The Golden Age Cinema provides an impressive surrounding and state-of-the-art digital projection technology for important business pitches.

4. The Paramount Coffee Project café is ideal for informal appointments.

5. The Golden Age bar is a unique option for stylish meetings.

The Glass Room	\$100 p/hr	\$700 p/day
Board Room	\$200 p/hr	\$1,400 p/day
Golden Age Cinema (Theatrette)	\$400 p/hr	\$3,000 p/day
Hot Office		\$280 p/day



**The
Office Space

Commerce
Community
Culture**

The Office Space creates inspiring office and multifunctional spaces that provide an environment within which to work, to connect and to collaborate – a union of commerce, community and culture. We are more than just a place to do business. We strive to be an essential microcosm of society that is connected, commercially savvy, culturally aware and collectively responsible.

The Office Space community and cultural programming includes an expansive suite of events, activities, business insights and networking opportunities. The Office Space invites its mobile, remote and virtual clientele to engage with like-minded individuals and to share in authentic, interesting and remarkable experiences.

**1. Insight
by The Office Space**
Business insights from inspiring and engaged thought leaders across various fields

**2. Network
by The Office Space**
Evenings to engage with the community of residents at The Office Space as well as the wider business world

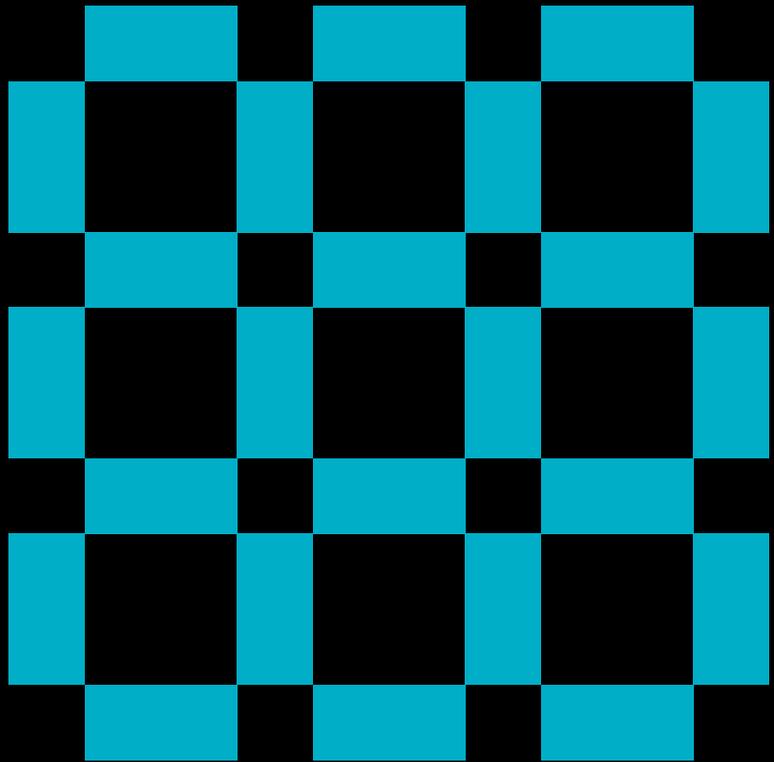
**3. Equip
by The Office Space**
We share skills, tools, trends and opportunities to help you and your business advance and succeed

**4. Table by
The Office Space**
Monthly dining experiences hosted with new and upcoming local restaurants, chefs and providers

**5. Market
by The Office Space**
Drawing together a curated selection of the most inspired small business from Surry Hills and surrounds, Quadrangle is a marketplace like no other.

**6. Gallery
by The Office Space**
Our curator run arts initiative works with unique and compelling emerging artists from all over Australia

Virtual
by
The Office
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For more information
on our Virtual packages
or to arrange a custom
service please get in
touch with us.

