



## SCHEDULE OF SERVICES AND CHARGES FOR CLIENTS

Prices are exclusive of GST

### Telephone services

Calls answered in your business name	Reception and diversion included
Phone line connection	\$200.00 – once off
Line rental	\$5.00 per week
Hand set rental	\$5.00 per week
Setting up 1300 or 1800 number	\$7.00 per week plus costs
Call transfers to mobile	\$0.80
Call transfers to local call	\$0.50
Call transfer to STD number	\$0.50
Phone messages via SMS	\$0.55 per message
Phone messages via email or inbox	Included
Send SMS	\$0.55
Afterhours diversion service	Included

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### Data services

Broadband connection	\$20.00 per port – once off
Broad band per month	\$18.00 per week
<i>Broadband is high speed (faster than 512kbs) ADSL with unlimited access</i>	

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### Meeting facilities

Meeting room seats 8 and includes:

- TV with VGA and DVI port for computer presentations
- Whiteboard
- Natural light
- Data point for internet access
- Speaker phone available

Room hire	First hour free
Meetings longer than 1 hour	\$10.00 per additional hour
Catering	POA as required

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### Photocopies and printing

A4 BW single sided	\$0.15
A4 BW double sided	\$0.30
A3 BW single sided	\$0.50
A3 BW double sided	\$1.00
A4 Colour single sided	\$0.70
A4 Colour double sided	\$1.40
A3 Colour single sided	\$2.20
A3 Colour double sided	\$4.40
Scanning	\$0.20

*Prices are per page*

*Discounts available on large quantities*

*Additional secretarial rates apply if reception manages your print requirements*

*All offices networked to a multi-function centre for your scanning, faxing, printing and copying needs*

[www.atriumbusinesscentre.com.au](http://www.atriumbusinesscentre.com.au) – [info@atriumbusinesscentre.com.au](mailto:info@atriumbusinesscentre.com.au)

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### Mail

Mail collected daily from PO Box 610	Included
Mail collected from Tamworth Post Office	\$15.00 per month
Mail delivered daily to Tamworth Post Office	Included
Courier	POA
Preparing items for courier despatch	Secretarial rates plus materials
Virtual mail delivery	Secretarial rates plus scan rates (requires mail collection service)
Stamps, envelopes, etc	POA

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### Secretarial Services

\$30 per hour plus relevant print charges

Laminating – business card	\$1.10
Laminating – A5	\$1.20
Laminating – A4	\$1.40
Laminating – A3	\$2.40
Binding	POA
Faxing local (per page) <sup>1</sup>	\$1.00
Faxing country/interstate (per page)	\$2.00
Fax overseas (per page)	\$3.00
Fax received (per page)	Included
Secretarial services outside business hours	POA

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### Miscellaneous

Tenant directory board listing	Included
Emergency call out fee	\$30.00
Air-conditioning excess fee	\$20.00 per A/C unit per night <sup>2</sup>
Office cleaning – weekly	Included
Office cleaning – twice weekly	\$40.00 per month
Office cleaning – daily	\$160.00 per month

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### Multimedia

Burn to CD	\$5.00
Burn to DVD	\$6.00
Re-writable media	\$1.50 additional
Printed label	\$1.50 additional

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<sup>1</sup> Faxing prices are based on reception sending your fax.  
If you send your own fax, charges are just at call rates.

<sup>2</sup> This is for A/C units left on overnight.