



- ✧ Neutral Bay
- ✧ North Strathfield

WT Serviced Offices

WT Serviced Offices

Your business in the right place is the way to success... get started today!

Neutral Bay

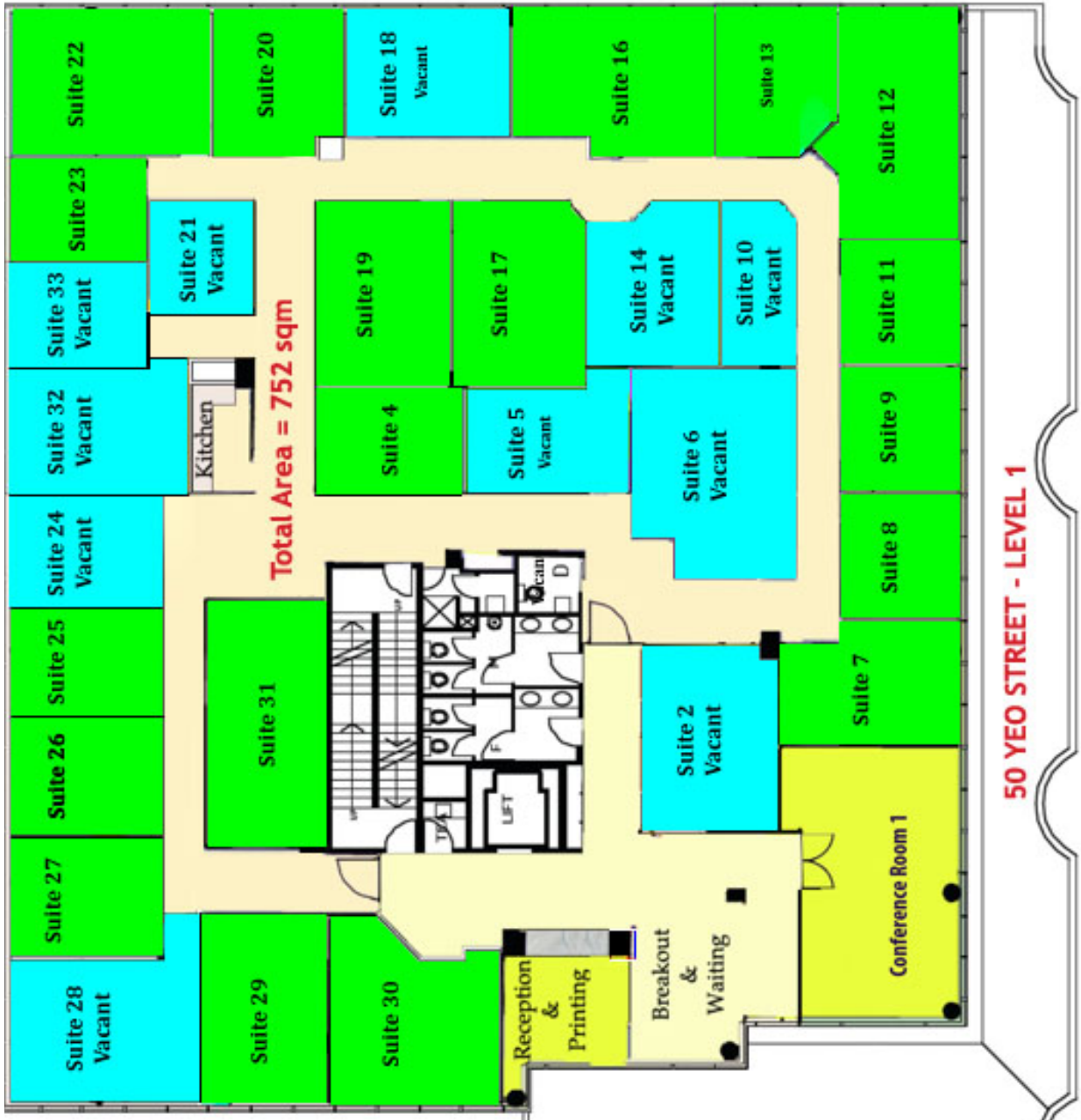
- ✓ Office of all sizes (1-8 people)
- ✓ Furnished or unfurnished
- ✓ Flexible lease term
- ✓ Ability to relocate as your business changes
- ✓ Board rooms and meeting facilities
- ✓ Close to public transport
- ✓ Easy access to Sydney CBD
- ✓ In close proximity to entertainment and lifestyle facilities



Optional Services:

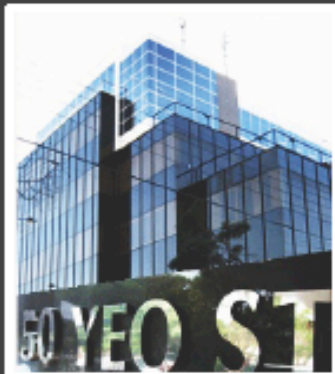
- ✓ Full time receptionist
- ✓ Telephone answering in your company name
- ✓ On site administrative & secretarial services
- ✓ Guests greeted and announced
- ✓ High speed internet connection
- ✓ Telephone & fax connection
- ✓ Equipment hire
- ✓ Mail management
- ✓ Use of colour copier machine
- ✓ Catering services

50 Yeo Street Neutral Bay

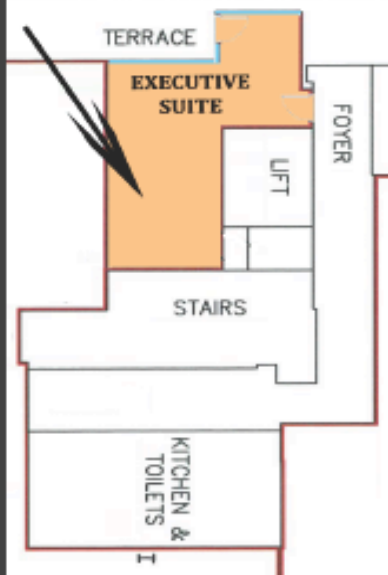


EXECUTIVE SUITE

50 YEO STREET – NEUTRAL BAY



YEO STREET



\$1,150 pw + GST

Executive Suite – Level 3

- Private Entrance
- Large Windows With View Of Sydney
- Fully Furnished

Services Included:

- ✓ Full Time Receptionist
- ✓ Voicemail & Call Forwarding
- ✓ Personalised Telephone Answering
- ✓ On Site Administrative & Secretarial Services
- ✓ Postage Service, Receipt And Distribution
- ✓ One Telephone Line And Hand Set (Excl. Call Charges)
- ✓ One High Speed Internet Connection
- ✓ Water, Electricity & Cleaning
- ✓ 24/7 Access
- ✓ Use Of A Fully Equip Kitchen
- ✓ Use Of Colour Copier Machine With Faxing, Scanning & Printing Capabilities (Excl. Cost Of Consumables)
- ✓ One Undercover Parking Space
- ✓ Display On Tenant Directory Board, Foyer And Lift

Other Service Available

- Fully Equipped Board Rooms With Audio Visual Equipment
- Individual Fax Lines And Fax Services
- Printing And Binding Services
- Concierge, Secretarial & Janitorial Services

For More Information Contact
Natasha Steed

Phone: 9033 8611

Mobile: 0405 153 872

Email: nsteed@blackwallfunds.com.au

WT Serviced Offices

Schedule of Fees

WT Serviced Offices

All prices GST exclusive

Telephone

Connection fee (per line)	\$60.00
Line rental FAX	\$14.00 per week
Line rental	\$14.00 per week
Hand set Rental	\$7.00 per week
Infrastructure Fee	\$30.00 per week

Phone Call / Fax Rates:

Local call	\$0.33
STD Call	\$0.50 per minute
Calls to mobiles	\$0.80 per minute
Fax local	\$1.00 1st page -50c additional pages
Fax STD	\$2.00 1st page- \$1.00 per additional

High Speed ADSL

Connection fee (per connection)	\$60.00
Weekly charge	\$20.00 per week

Suite Keys & Access Cards

Key per suite	\$30.00 key bond
Access Card	\$50.00 bond
Additional Key per suite	\$35.00
Additional Access card	\$50.00

Display name on ground floor directory

Production Fee	\$175.00 production fee
Rental	\$7.00 per week

Photocopying / Printing / Binding

Photocopying black & white only	\$0.08 per page
Printing A4 black & white	\$0.08 per page
Printing A3 black & white	\$0.16 per page
Printing A4 colour	\$0.84 per page
Printing A3 colour	\$1.68 per page
Laminating A4	\$3.00 per page
Laminating A3	\$4.50 per page
Binding	\$4.50 <= 20 pages
Binding	\$5.50 > 20 pages
Scanning (including email)	\$0.50 per page

Audio Visual Equipment

Hire of Projector & Setup	\$20.00 per hour
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Typing Services

Word Docs/Excel/Powerpoint	\$25.00 per half hour
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Cleaning

General Clean, frequency offered weekly or fortnightly	\$15.00 From, depending on size (Charge per week)
Removal of rubbish	\$5.00 per week

IT Services

IT maintenance and problem solving	Available on Request
Infrastructure Fee	\$30.00 per week

Mail Services

PO Box Rental	\$10.00 per week
Mail Collection	\$10.00 per week

Other Office Services

Other office services are available upon request at market rates

Virtual Offices

Administration Fee	\$30.00 per week
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Meeting Room Hire

Room No.	Seating Capacity	First hour or part thereof	Hourly Rate thereafter or part thereof	Half Day 4 hours	Full Day 8 hours
1	4	\$40.00	\$40.00	\$160.00	\$300.00
2	10	\$80.00	\$60.00	\$260.00	\$500.00

Corporate Functions - after business hours only * \$500.00 per evening

* Bookings - maximum 5 hours.

* Additional charges may apply where necessary e.g. security/staff costs.

Meeting Catering Services **

Available on request

**Bookings one day prior is essential.

**Morning tea includes a selection of freshly baked pasteries, muffins, quiches, crossaints, tea and coffee.

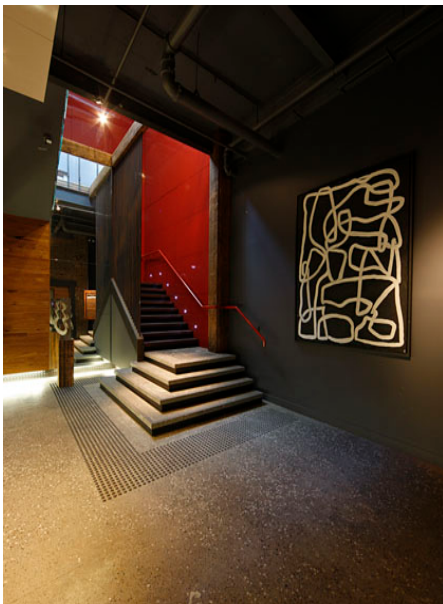
**Lunch is a selection of mixed sandwiches, juice, tea, coffee and soft drinks.

WT Serviced Offices

Your business in the right place is the way to success... get started today!

North Strathfield

- ✓ Office of all sizes (1-10 people)
- ✓ Furnished or unfurnished
- ✓ Flexible lease term
- ✓ Ability to relocate as your business changes
- ✓ Board rooms and meeting facilities
- ✓ Training room
- ✓ Easy access to North Strathfield train station, Sydney, Parramatta & Olympic Park
- ✓ Located within the exciting Bakehouse Quarter which is home to a range of entertainment, lifestyle and retail opportunities, including a supermarket, fresh food, gym bowling ally, child care and medical centres, as well as a variety of restaurants, bars and cafes



Optional Services:

- ✓ Full time receptionist
- ✓ Telephone answering in your company name
- ✓ On site administrative & secretarial services
- ✓ Guests greeted and announced
- ✓ High speed internet connection
- ✓ Telephone & fax connection
- ✓ Equipment hire
- ✓ Mail management
- ✓ Use of colour copier machine
- ✓ Catering services

5 George Street North Strathfield



Schedule of Fees

WT Serviced Offices

All prices GST exclusive

Telephone

Connection fee (per line)	\$60.00
Line rental FAX	\$14.00 per week
Line rental	\$14.00 per week
Hand set Rental	\$7.00 per week
Infrastructure Fee	\$30.00 per week

Phone Call / Fax Rates:

Local call	\$0.33
STD Call	\$0.50 per minute
Calls to mobiles	\$0.80 per minute
Fax local	\$1.00 1st page -50c additional pages
Fax STD	\$2.00 1st page- \$1.00 per additional
Phone Answering Service	\$0.30 per call

High Speed ADSL

Connection fee (per connection)	\$60.00
Weekly charge	\$20.00 per week

Suite Keys

Key per suite	\$50.00 key bond
Additional Key per suite	\$35.00

Display name on ground floor directory

Production Fee	\$175.00 production fee
Rental	\$7.00 per week/per panel

Photocopying / Printing / Binding

Photocopying black & white only	\$0.08 per page
Printing A4 black & white	\$0.08 per page
Printing A3 black & white	\$0.16 per page
Printing A4 colour	\$0.84 per page
Printing A3 colour	\$1.68 per page
Laminating A4	\$3.00 per page
Laminating A3	\$4.50 per page
Binding	\$4.50 <= 20 pages
Binding	\$5.50 > 20 pages
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PO Box Rental	\$10.00 per week
Mail Collection	\$10.00 per week

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Other office services are available upon request at market rates

Virtual Office

Administration Fee	\$30.00 per week
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Meeting Room Hire

Room No.	Seating Capacity	First hour or part thereof	Hourly Rate thereafter or part thereof	Half Day 4 hours	Full Day 8 hours
1	6	\$40.00	\$40.00	\$160.00	\$300.00
2	10-20	\$80.00	\$60.00	\$260.00	\$500.00

Corporate Functions - after business hours only * \$500.00 per evening

* Bookings - maximum 5 hours.

* Additional charges may apply where necessary e.g. security/staff costs.

Meeting Catering Services **

Available on request

**Bookings one day prior is essential.

**Morning tea includes a selection of freshly baked pastries, muffins, quiches, croissants, tea and coffee.

**Lunch is a selection of mixed sandwiches, juice, tea, coffee and soft drinks.

EXECUTIVE SUITE

5 GEORGE STREET – NORTH STRATHFIELD



\$435 pw + GST

Executive Suite

➤ **Large Windows With Views**

➤ **Fully Furnished**

Services Included:

✓ **Full Time Receptionist**

✓ **Voicemail & Call Forwarding**

✓ **Personalised Telephone Answering**

✓ **On Site Administrative & Secretarial Services**

✓ **Postage Service, Receipt And Distribution**

✓ **One Telephone Line And Hand Set (Excl. Call Charges)**

✓ **One High Speed Internet Connection**

✓ **Water, Electricity & Cleaning**

✓ **24/7 Access**

✓ **Use Of A Fully Equip Kitchen**

✓ **Use Of Colour Copier Machine With Faxing, Scanning & Printing Capabilities (Excl. Cost Of Consumables)**

✓ **One Parking Space**

✓ **Display On Tenant Directory Board**

Other Service Available

○ **Fully Equipped Board Rooms With Audio Visual Equipment**

○ **Individual Fax Lines And Fax Services**

○ **Printing And Binding Services**

○ **Concierge, Secretarial & Janitorial Services**

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Email: nsteed@blackwallfunds.com.au



Contact Us Today:

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Visit us on location:

- 50 Yeo Street, Neutral Bay, Level 1
- 5 George Street, North Strathfield, Level 2