

**MEETING ROOM HIRE:**

	<u>Capacity</u>	<u>Facilities</u>	<u>Up to 2hrs</u>	<u>Half Day (4hrs)</u>	<u>Full Day</u>	<u>Serviced Office Occupiers</u>
Small Meeting Room	4	Wi-Fi, RICO Short Throw Projector, Whiteboard	N/A	\$50	\$90	FREE subject to "Reasonable Use" conditions
Large Meeting Room	12	RICO Interactive (Windows 10) Whiteboard, Wi-Fi, Video Conferencing	\$80	\$120	\$200	30% discount

PHOTOCOPYING & PRINTING:

	<u>Black & White</u>	<u>Colour</u>
A4 (Self Service)	8	40
A3 (Self Service)	15	50

Costs are Cents per Print/Copy

**DATA & TELEPHONE SERVICES:**

High Speed Fibre DATA is provided free of charge

Local & National Landline & Mobile calls are free, subject to a \$10/week handset rental (per handset)

Overseas calls are excluded

All Data & Telephone Services are subject to "Reasonable Business Use" policy as determined by INCO Serviced Offices from time to time

SECRETARIAL SERVICES:

We can provide Business Specific Secretarial Services, organised direct with Reception.

Generally, services are charged out at \$8 per 10minute block.

All Costs for Meeting Room Hire, Photocopying , Handset Rental and Secretarial Services are subject to GST @ 10%

Contact INCO Serviced Offices:

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