



Paramount Executive Centre



Virtual Office Packages

300-848 Courtney Street

What is a Virtual Office?

It is paying a low monthly fee for the business address and location at a Business Centre, as well as easy access to additional low cost services.

Elevate your business today.

Standard Virtual Office

- Use of our professional business address.
- Mail, Courier or Drop off/pick-up services 8:30am to 4:30pm Monday through Friday at staffed reception desk.
- Kitchen with Coffee/Teas/Filtered water during bookings.
- Use of all copier services (scan, fax, copy) pay per use.
- Free unlimited incoming faxes sent to you by email.
- Small Meeting Room—special rental rate of only \$24 per hour.
- Boardroom, seats 10—special rental rate of \$40 per hour or \$200 per day.
- Logo on the Paramount Executive Centre website.
- Day Office rental at reduced rates, subject to availability \$65-\$85 per day.
- Access to Business Services offered by Reception at a rate of \$50 per hour.

\$55.00 per month + GST



Premium Virtual Office

- Everything included in Standard Virtual Office package **plus**:
- Telephone answering and personalized reception services 8:30am to 4:30pm Monday through Friday, and confidential voicemail after hours. Features include voicemail to email, outbound calling and caller ID using softphone or app to keep your business calls separate, video calling, and SMS.

**New state of the art cloud phone system.*

\$155.00 per month + GST



For questions or to set up a
Virtual Office, email
info@paramountexecutive.ca
or call 250-940-3600