

BLUEDOG
BUSINESS CENTRE

BUSINESS CENTRE



VIRTUAL OFFICE

*We can tailor an office package
to meet your needs.*

WELCOME



Welcome,

We are Bluedog Business Centre.

Since we want to make sure that our tenants are 100% satisfied, we have made it our task to provide high quality Serviced Office and Virtual Office to fulfil all your business needs, whether you are starting up, home-based, in need of a permanent office or always on the go.

Our compound finds itself being located in the heart of Milton, a suburb that is at the foot of Brisbane's CBD. By being perfectly connected to the local traffic infrastructure, we are able to guarantee an easy and quick transport to all your daily meetings and appointments. Our mission is to deliver great service and flexible solutions to personally suite your business needs. With a relaxing yet professional atmosphere, pre installed phone and internet system, prestigious Milton location and our friendly and supportive staff team, Bluedog Business Centre is able to help you focus on running your business while we take care of the rest.

Page 2

VIRTUAL OFFICE

Bluedog Business Centre Virtual Office is designed to help you reduce expenses and maximise efficiency. This is a great solution for business owners who are starting up, home based or travelling constantly, where you can have the professional business image without paying for an office that you may never use. Our goal is to provide thoughtful, convenient and affordable services.

Our friendly receptionists are here full time from 8.30 am to 5 pm to help taking care of all your day to day business essentials by providing a prestigious business address for your marketing and mailing needs, a dedicated phone number with personalised live answering services and access of boardroom or meeting room for appointments or interviews. We aim to customise a streamlined package to suit your requirements which helps you to manage your business effortlessly and remotely through our centre. This is ideally suited for not only local businesses but interstate and oversea companies who are looking to further expand their operations to Brisbane. Our complete Virtual Office service is only **\$129** plus GST per month.

WHY CHOOSE US

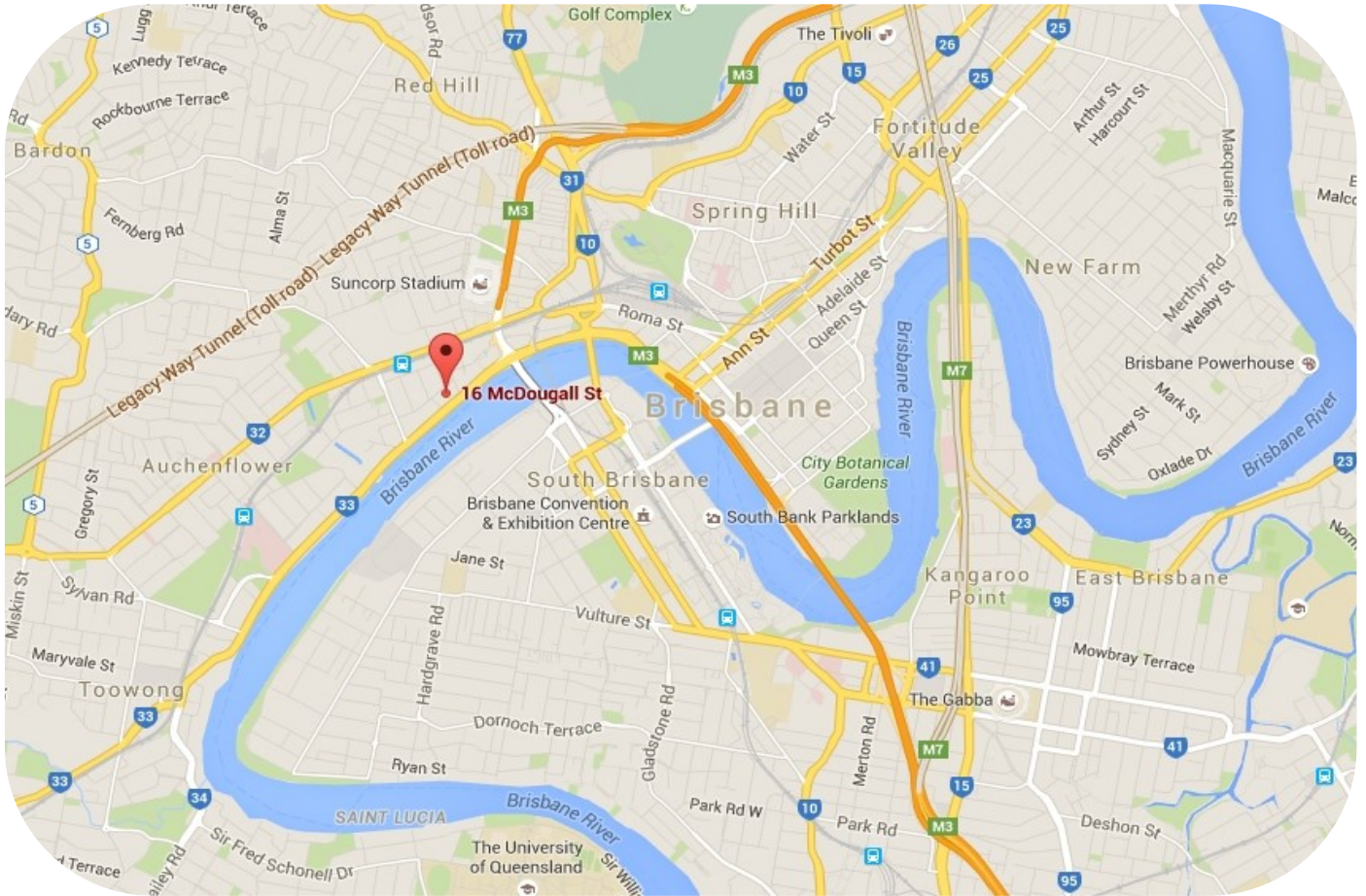
- Competitive pricing
- Virtual Reception available for your day to day basics
- Free support offered by our receptionists, such as transportation arrangements
- All services can be activated within in under 24 hours
- Having the flexibility to work from anywhere around the globe
- Prestigious address for your business' s branding and marketing
- **Great discount** on multiple or long term sign up
- There is **NO SET UP FEE & NO MINIMUM TERM** & just **MONTH TO MONTH**

OUR PACKAGES

INCLUSIONS	Address Package	Communications Package	Meetings Package	Virtual Office Full Package
	\$39+GST/m	\$89+GST/m	\$79+GST/m	\$129+GST/m
	\$210+GST/6 ms	\$480+GST/6 ms	\$425+GST/6 ms	\$690+GST/6 ms
	\$390+GST p. a.	\$890+GST p. a.	\$790+GST p. a.	\$1,290+GST p. a.
Reception where your guests will be welcomed warmly	●	●	●	●
Prestigious Business Address based on McDougall Street, Milton in Brisbane for your branding & marketing materials	●	●	●	●
PO Box Address	●	●	●	●
Secure Mail Management comes with mail-sorting and storage (no parcels), instant email notification, mail forwarding (first 14 times are free of charge then \$5 plus GST thereafter for every 14 times) and mail scanning upon request (\$0.2 per side/page)	●	●	●	●
Fax Management where you will be provided with our fax number to receive facsimiles via email	●	●	●	●
Dedicated Business Phone Number (local landline or *1300/1800 number)		●		●
Call Management comes with personalised live answering service and message taking and forwarding (via email and SMS), available weekdays 8.30am- 5pm		●		●
Call Divert where calls will be forwarded to an alternative number directly during nominated hours, e.g. afterhours (call charge applicable)		●		●
Meeting Facility Access where you will be given 5 hours each month to access out boardroom and meeting room, \$10-15 plus GST per hour for extra usage (maximum 25 hours in total per month); bookings are necessary; available weekdays 8.30 am - 5 pm			●	●
Wi-Fi	●	●	●	●

OUR LOCATION

& CONTACT US



Business Hours

Monday to Friday 8.30 am till 5 pm

Address

Level 1, 16 McDougall Street, MILTON
Q 4064

PLEASE feel free to drop by anytime during 9–5 pm weekdays for a quick look, 1-hour notice will be appreciated.

PLEASE be advised that our visitors' car parks are located at

Phone & Fax

61 7 3198 2400 / 61 7 3198 2401

Website

www.bluedogbusinesscentre.com.au

E-mail

info@bluedogbusinesscentre.com.au

Facebook

www.facebook.com/
www.bluedogbusinesscentre.com.au

SCHEDULE OF CHARGES

* All prices are GST exclusive

Complimentary Services

Air Conditioning

- Monday to Friday from 7.45 am till 5 pm

High Tech Phone Handset (if requested and available)

- Conference call (outgoing call charges apply)

Incoming Calls & Telecommunications Maintenance

Reception Service

- Meet and greet your clients
- Accept/Pass on document from/to your clients on your behalf (an email notification will be sent)
- Pass on you name card to walk-in visitors
- Show your clients to your booked boardroom / meeting room (if requested)

Tea, Coffee & Filtered Water . Wi-Fi

Charged Services

After Hour Assistance

- Lockouts: \$100
- Using of meeting facilities (weekdays): \$50 per hour extra
- Using of meeting facilities (weekends/public holidays): \$100 extra the first hour and \$50 per hour extra thereafter

Air Conditioning

- \$20 per hour outside of business hours.

Bank Errand

- \$20 per trip

Binding

- Starting from \$5 per book

Call Diversion (Applies to Comm / Full Package only)

- To 1800: Free of Charge
- To Landline/1300: \$0.30 per minute within Australia
- To Mobile: \$0.40 per minute
- To International: \$1.50 per minute

Casual Hire (Applies to Address / Comm Package only)

(\$)	Boardroom	Meeting Room
Hourly	45	30
Half Day (up to 5	150	100
Full Day (8.30 am - 5	230	150
Accommodation (max.)	10 people	4 people

* Prices above are GST exclusive; Maximum 1 week for long range booking; \$50+GST extra for afterhours bookings on weekdays; \$100+GST extra for bookings during weekends/public holidays; Maximum 5 minutes overtime of your booking, any longer will be considered as an extension, which is on hourly basis. To cancel, please send a written notice to info@bluedogbusinesscentre.com.au at least 24 hours before your booking, failing in doing so will incur 10% penalty.

Charged Services (cont 'd)

Catering (Gourmet sandwiches/wraps)

- Given price plus surcharge of 20%

Faxing

- Local/STD: \$0.50 per page
- International: \$2.5 per page

Laminating

- \$2 per page

Number Selection (Applies to Comm / Full Package only)

- Local landline: no extra charge
- 1300 / 1800 number:
 - Monthly fee: \$20 per month extra
 - Call charges to landline (each month): the first 66 minutes are free of charge then \$0.30 per minute thereafter (can be a landline number provided by Bluedog for call answering purpose)
 - Call charges to mobile (each month): the first 28 minutes are free of charge then \$0.40 per minute thereafter

* NO set up fee required

Personal Voice Message

- \$75 (one-off)
- (Tenant needs to provide a recording file in .mp3 or .wav for upload; Message should suggest call back the following business day NOT leave a message)

Phone Charger Rental

- \$3 each time

Photocopying / Printing

- A4 black & white: \$0.10 per side
- A4 coloured: \$0.40 per side
- A3 black & white : \$0.30 per side
- A3 coloured : \$1.00 per side

Projector Hire

- \$20 per hour / \$100 for all day

Scanning

- \$0.20 per image/page

Secretarial Services

Include business support services, serving drinks to your clients and preparation/cleaning of the function room

- Inside of business hours: \$25 per hour
- Outside of business hours: \$50 per hour
- Word /document format: \$8 per 1000 words

Secured Car Park (If available)

- \$8 for up to 5 hours; \$15 per day

Signage (on Level 1 directory board)

- First month: \$30
- Second month & onwards: \$5 per month

Stationary

- Standard envelope: \$0.20; A4 envelope: \$0.50
- Ream of paper: \$4.75