



Collective Purpose Virtual Office

Are you a sole trader or consultant working from home? Get all the benefits of a commercial office such as personal reception, business address, local business landline, and access to meeting rooms and private offices, without the substantial cost in both time *and* money that come with setting up and running your own physical office.

Collective Purpose provides exceptional virtual office services including desirable business address, mail management and call management services, as well as the options to work and meet in our beautiful, light-filled and tastefully decorated offices in central Sydney when needed!

Services

Mail and Business Address Service

Create the impression of an established and fixed business address in one of inner Sydney's most iconic commercial buildings, Terrace Towers.

Your new Sydney Address:

Your Organisation/Company
Suite 501, Level 5
80 William Street
Woolloomooloo NSW 2011

Collective Purpose provides the following mail and business address services:

MONTHLY / ANNUAL FEE	\$35 / \$385 (incl GST)
Number of Names included	2
Extra Names	\$10 per month
Mail Handling	\$1 per mail Includes email notification and mail scanning
Mail Forwarding**	As per instructions, charged at exact Aus Post mailing cost plus mail handling cost
Additional Postage, Parcel, Priority and Express Post/Courier Charges	Cost plus 10%
Fax to email	\$1 per fax received Shared fax number provided as part of service
Packages received	Free of charge up to 5 per month (\$5 per additional package)
Packages left at reception	\$1 per business day after 48 hours
Send/receive packages for/from overseas	Not allowed
Notice period	One month prior to next billing date

Registered Names

Your registered name(s) may be a company name, trading name, names of staff or other principals. Example: a company name and trading name = 2 names.

Mail Forwarding

Mail forwarding will be done in accordance with the instructions of the client. This can be daily, weekly or stored for collection. Mail forwarding will be charged at cost plus 10% GST.

Scan and email

Collective Purpose staff will open, scan and email your mail to you. Original hard copies will then be securely stored before being posted as per your mail forwarding instructions.



Fax to email

You will be provided with access to our shared fax number. All faxes received will be forward to you via email.

Packages

Collective Purpose will provide email notification when a package is delivered for you. As per your instructions, we will then either store the package at reception for collection, or arrange for a courier to forward it to your chosen address at cost.

Packages left at reception for more than 48 hours will incur a \$1 per package per day storage fee.

Communications Services

Give the impression that you are well established in Sydney with a fixed line telephone number, without the expense of signing a contract or having a phone line installed.

Collective Purpose will assign you a designated business phone line and our professional reception staff will answer your calls, or we can set your calls to automatically divert to your mobile number or voicemail.

Your communications service will also include a bonus license for Office365, giving you access to a range of software applications, including the full Office suite. This will also enable you to download the Skype-for-Business app onto your smartphone and answer your calls, manage call forwarding and access your voicemail on the go. (Data charges may apply with your mobile telephone provider.)

	Local Business Phone	Virtual Reception
Monthly Fee	\$25 incl GST	\$65 incl GST
One-off setup cost (Set-up cost is waived for annual services)	\$50	\$50
Dedicated Business line	Yes	Yes
24/7 Interactive Voicemail Access	Yes	Yes
Automatic Diversion	Free to Local and 13 numbers 4.5 cents/minute to national 14 cents/minute to mobile	As/when required
Call Management, including free local transfer	Upon request @ \$5 per day	Yes, according to instructions
BONUS	Full Office365 software package, including up to 1TB cloud-based storage with OneDrive.	Full Office365 software package, including up to 1TB cloud-based storage with OneDrive.

Please be advised that a 5 business day lead time applies for the initial set-up of local business phone line and virtual reception packages.



Virtual Office Bundles

Bundle your mail and business phone services in one of our two virtual office packages, according to your requirements:

Basics	Complete Virtual Office
\$55 per month (incl GST)	\$89 per month (incl GST)
Business address and mail handling services	Business address and mail handling services
Local business phone service	Virtual Reception service including call management
<u>Sign up for a yearly service to receive 1 month free!!</u>	

Additional Services

Collective Purpose provides a range of other services, which may be scheduled in advance through the Collective Purpose Reception. These includes co-working desk space in the Collective Purpose Hub, meeting room hire and event support, and casual administrative support.

Please ask us for further information!