



BUSINESS CENTRES

Quality since 1980

- Executive Private Offices
- Semi-Private Offices
- Shared Offices
- Virtual Offices
- Seminar Training Centre

TELSEC BUSINESS CENTRES INC.

OVER 600 LOCATIONS WORLDWIDE

The Toronto Star Building
One Yonge Street, Suite 1801
Downtown Toronto, M5E 1W7

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TORONTO'S NO. 1 ADDRESS

AN OFFICE PLAN TO SUIT ANY BUDGET

PLAN 1

EXECUTIVE, PRIVATE OFFICES, PROFESSIONALLY DECORATED WITH QUALITY FURNITURE. TRULY DELUXE, STARTING AS LOW AS \$495 PER MONTH.

1. Furniture – Several office styles available including team space: **Included.**
2. Personalized telephone answering: **Included.** Sounds like your own private staff.
3. An elegant reception area and receptionist to welcome your clients: **Included.**
4. Telephone options:
 - Instant line set-up • Voice mail
 - Off-premise call transferring
5. Executive boardrooms/meeting rooms with high-speed internet, phone lines, VCR/DVD, TV, modem line, teleconference speaker phones, flipcharts, overhead projector, etc: **Included.**
6. LCD projector unit for all boardrooms: Available.
7. Training Rooms (see back of brochure): Available.
8. High-Speed Internet service with e-mail address and web hosting: Available.
9. Kitchen facilities: **Included.**
10. Complimentary coffee, tea, filtered water. **Included.**
11. Prestigious mailing address with mail handling: **Included.**
12. Access: 24 hours, 7 days a week. **Included.**
13. Newspaper daily. **Included.**
14. Parking: Available from \$100 per month.
15. Facsimile (FAX): At \$2 per page or \$75 monthly – no charge for incoming faxes. Or, a dedicated fax line is available in your office for \$40 monthly.
16. Black & White copier: At only 17¢ per copy.
17. Colour copier: At only \$1 per copy.
18. Black & white laser quality network printing from disk/file: 17¢ per copy.
19. Colour network printing: \$1 per copy.
20. Word processing: At \$30 per hour.
21. Secretarial: At \$28 per hour.
22. Storage rental: Available.
23. Foyer directory listing: One-time charge of \$90.
24. 24-hr. heat, hydro, air conditioning: **Included.**
25. Office cleaning: **Included.**
26. Paper shredder: **Included.**
27. Mass mailing capability: Available.

28. Courier services are co-ordinated by Telsec.
29. PC rental: Available.
30. Cafeteria on the 4th floor overlooking Lake Ontario and Toronto Islands. Sports Bar/Restaurant and LCBO across the street. Supermarket nearby. Shopping amenities in the building such as dry cleaners, ATM, convenience store, etc.
31. Banking/Credit Union services: Available, 2nd floor.
32. Translation service: Available.
33. Accounting services: Available.
 - Preparing financial statements.
 - Bookkeeping. • Payroll.
34. Advertising agency services: Available.
 - Copywriting • Print Design • Photography
35. Packing and shipping: Available.
36. Quick printing services, colour copying, collating, binding: Available.
37. Catering requirements: Available.
38. Prime downtown location.
39. Next to the LRT (Light Rapid Transit).
40. Easy access to GO Trains, Subway and Via Rail.
41. Bay Street Bus available at building entrance.
42. Easy access to Gardiner Expressway and Don Valley Parkway (DVP).
43. Adjacent to the Westin Harbour Castle Hotel.
44. Corporate rates at the Westin Harbour Castle Hotel.
45. Fitness Club available at the Westin Harbour Castle.
46. Minutes from the Rogers Centre (formerly SkyDome), Air Canada Centre (ACC), CN Tower and other major convention centres.
47. Express Bus from Westin Harbour Castle Hotel to Pearson International Airport.
48. Minutes from Toronto Island Airport.
49. Over 600 locations **available worldwide.** The boardrooms and facilities are available to you in these locations, and include eight hours of free boardroom space per month.
50. Space to expand or reduce your business without changing your address or telephone number – thus eliminating the need for printing of new business cards, letterhead, etc.

PLAN 2

SEMI-PRIVATE OFFICE SERVICE ONLY \$350/MONTH

The semi-private arrangement includes all the services offered in Plan 1, except two clients share one office.

PLAN 3

SHARED OFFICE SERVICE ONLY \$225/MONTH

The Shared Office arrangement includes all the services offered in Plan 1, except this plan features independent work stations. Each work station is equipped with its own phone and high-speed internet at an additional cost so that four clients can comfortably utilize the facility at any given time. Boardrooms are complimentary up to five occasions per month..



Beautifully appointed Reception Area to greet your guests. Boardrooms are available for meetings.

PLAN 4: VIRTUAL OFFICE

TELEPHONE/MAIL SERVICE (24 HRS.): \$75/MONTH

Complete, personalized telephone coverage (9 am – 5 pm) by including your number on our telephone system. Incoming calls will be handled according to your instructions.

Twenty-four-hour voice mail service, incoming fax, unlimited incoming calls and a prestigious business address for mailing purposes is also included. Home delivery of both your mail and faxes may be arranged.

The boardroom is available at \$60 per half day and \$100 per day. Other services of the business centre are available at our standard rates.

PLAN 5: VIRTUAL OFFICE

MAIL SERVICE ONLY \$30/MONTH

This inexpensive program provides you with a prestigious business address, incoming/outgoing mail service, re-direct mail and incoming fax. Home delivery of mail and faxes may be arranged.

The boardroom is available at \$60 per half day and \$100 per day. Other services of the business centre are available at our standard rates.

STATE-OF-THE-ART FACILITIES • SUPERIOR AMENITIES & SERVICES • EXECUTIVE BOARDROOMS • ACCESS TO GO TRAINS & SUBWAY • DOWNTOWN – LAKE OR CITY VIEW

EXECUTIVE OFFICES, VIRTUAL OFFICES AND TRAINING CENTRE

Furnished offices offering the best waterfront or city views allow you to concentrate on your business 100%

TELSEC BUSINESS CENTRES provide extensive professional office services in conjunction with beautifully furnished individual suites. Our objective is to achieve maximum productivity with a minimum of operating expense.

We offer all the ingredients you need for the success of your business without all the problems of operating an office – without recruiting, training and managing staff, without any capital investment, purchasing or servicing equipment.

Our trained staff answer each client's telephone in a professional and personalized manner. The caller is not frustrated in the manner of many telephone answering services.

Our clients are treated as the senior executives they are, with efficiency and with a smile. As a Telsec Client, your company enjoys access to a network of business centres across Canada as well as access to over 600 locations worldwide. With Telsec, you rent more than just office space.

About our Toronto Location

Telsec's 18th and 19th floor Toronto offices provide the best scenic views of the City Skyline as well as panoramic views of the Islands.

The beautifully appointed surroundings are accented by mahogany woodwork and fresh flowers at the front reception area.

State-of-the-art technology, great location and professional staff provide our clients with excellent service at a reasonable cost.



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ESTABLISHED 1980
Toronto Star Building, Suite 1801, One Yonge St.
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MEMBER OF ALLIANCE/NETWORK

- Over 600 Business Centres worldwide
- Facilities and services available worldwide
- Eight hours of free boardroom space per month

A monthly cost comparison: Telsec versus other options

Telsec	On your own
Monthly Office Rent: _____	_____
Hydro: Included	_____
Receptionist: Included	_____
Answering Service: Included	_____
Meeting Room: Included	_____
Maintenance: Included	_____
Decor (plants, pictures, etc.): Included	_____
Furniture: Included	_____
Copier Rental: Included	_____
Fax Rental: Included	_____
Postage Machine: Included	_____
Utilities: Included	_____
Janitorial: Included	_____
24-Hour Access: Included	_____
Administrative Fees: Included	_____
Coffee/Tea/Newspaper: Included	_____
High Speed Internet/E-Mail/ Web Hosting	_____
Business Tax: _____	_____
Total: _____	_____

Telsec: The modern, cost-effective solution

- One monthly invoice instead of numerous invoices
- No capital or long-term commitment
- Fixed office overheads
- No day-to-day office management problems
- Clear charging procedures for cost-control
- Expand or reduce your office without changing your address or your telephone number

Other Telsec nearby city locations:

Ottawa: Suite 900, 275 Slater Street
Ottawa, Ontario K1P 5H9 • (613) 233-3152
Montréal: Suite 2821, 1 Place Ville Marie
Montréal, Québec H3B 4R4 • (514) 866-0203

State-of-the-art Seminar, Training and Presentation Facilities: An excellent alternative to expensive hotels



Seminar Training Room: 16 – 50 people

Theatre-Style Mode
Full-room seating for 50 people.
Classroom-Style Mode
Full-room seating for 30 people.

Other mode options available
Full-Day Price \$300 (8 hours)
Half-Day Price \$200 (4 hours)
Each additional hour \$80

Seminar Training Room: 10 – 15 people

Various mode options available
Full-Day Price \$200 (8 hours)
Half-Day Price \$150 (4 hours)
Each additional hour \$60

Video Conferencing – Large Screen
\$150 per hour plus long distance.
\$200 per hour if used before 9 am or after 5 pm.
LCD Projector Unit with Large Screen
For Powerpoint Presentations: \$100 per day

Executive Boardrooms (Non-members)
Full Day: \$160 Half Day: \$100

Office Rentals – Fully Furnished
Full Day: From \$160 Half Day: From \$100



Additional Services and Features

- LCD Projector for Powerpoint Presentations
- High-Speed Internet Service
- Conference Speaker Telephones
- Phone Lines • Modem Lines • TV/VCR/DVD
- White Board • Flipcharts • Slide Projector
- Large Projection Screen • Overhead Projector
- Computer Laptop Rentals • Breakout Rooms
- Catering Service available • Complimentary coffee/tea
- Easy parking/TTC/GO Transit at Toronto's No. 1 Address