



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

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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
 - Off-premise call transferring
 - Voice mail
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 and tea: **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 network printing: 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 in the building. Sports Bar/Restaurant and LCBO across the street. Supermarket nearby. Shopping amenities in the building such as bank, dry cleaners, ATM, convenience store, etc.
31. Translation service: Available.
32. Accounting services: Available.
 - Preparing financial statements
 - Bookkeeping
 - Payroll.
33. Advertising agency services: Available.
 - Copywriting
 - Print Design
 - Photography
34. Banking/Credit Union services: Available in building – 2nd floor.
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 and Subway.
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 Westin Harbour Castle Hotel.
45. Fitness Club available at 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 **world-wide.** 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 services in Plan One, 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 One, except this plan features independent work stations. Each work station is equipped with its own telephone 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 can 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