



# SUBIACO BUSINESS CENTRE

We are a first class office complex located in the heart of Subiaco, providing excellence to our clients for the last 20 years.

## Subiaco Business Centre offers:

### Fully Serviced Offices

with onsite parking and unlimited internet

### Virtual Offices

different packages suitable for your business

### Diary Management

and appointment reminder service

### Secretarial Services

professional receptionists and assistants at your service

### Meeting & Board Room facilities

with modern AV and catering options available

**Let us run your office  
while you run your business!**

Please contact us to discuss how our range of services can benefit you and your company.

Suite 5  
531 Hay Street  
Subiaco 6008  
ABN 53 134 902 582

Phone: (08) 9380 8333  
Fax: (08) 9380 8300  
E-mail: [admin@subiacobusinesscentre.com](mailto:admin@subiacobusinesscentre.com)  
[www.subiacobusinesscentre.com](http://www.subiacobusinesscentre.com)



## **Serviced offices**

### **Fully furnished executive offices**

- Suite sizes to accommodate 1 to 6 people
- High speed unlimited internet access (connection fee applies)
- Executive style quality furniture (executive desk and return, credenza/filing cabinet, executive style chair and two visitors chairs)
- Direct telephone line (connection fee applies)

### **Full time reception & telephone answering**

from 8:30am – 5:00pm Monday to Friday

- Answering telephone in your company name (diverted after hour calls)
- Immediate message forwarding via email, text or transfer
- Greeting your clients
- On-site secretarial services when required

### **Modern spacious reception area**

with warm, professional, friendly staff for those first impressions

### **Private secure car parking**

- Allocated car bays are available at the rear of the building
- Public parking at reception door

### **Daily mail & message delivery**

- Deliveries delivered to designated mail box in reception
- Courier and mail management

### **Complimentary use of the meeting room**

for 1 hour per day (\$175 worth of value per week)

### **24 hour monitored security** in all common areas

24/7 access to your office at no extra charge (individual key lock)

### **Kitchen facilities**

Shared kitchen area with refrigerator, microwave and unlimited supply of tea, coffee, milk and filtered water

For **pictures and floor plans**, please visit our website:

<http://www.subiacobusinesscentre.com/fully-serviced-offices/>



Make the right impression at your next business meeting in a professional, corporate yet comfortable environment. Functions can be tailored to your individual requirements, including catering and additional equipment hire.

## Meeting & boardroom facilities

### Boardroom Facilities

- Seats 12 to 16 people around a marble conference table
- Retractable projector screen
- Presentation podium
- A-frame white board with markers and eraser
- Access to telephone and internet (cabled or wireless) upon request
- Flip chart available upon request
- Chilled spring water upon request

**\$45 per hour or \$225 per day**

### Meeting room Facilities

- Seats 2 to 6 people around a professional round table
- Comfortable, executive chairs for you and your guests
- Wall mounted white board with markers and eraser
- Access to telephone and internet upon request
- Chilled spring water upon request

**\$35 per hour or \$175 per day**

**We also have a number of rooms (for 2-3 people)  
available for smaller meetings.**

For pictures of our meeting rooms, please visit our website:

<http://www.subiacobusinesscentre.com/gallery/>



# SUBIACO BUSINESS CENTRE

Run your business professionally and effectively without the expense of a physical office and full time staff. Your virtual office can be cost effective and quickly established for you to open or expand your business in Western Australia.

## Virtual service options

### Mail Collection & Re-Direction

Give your business the “right” image!

Win over potential customers with your business and mailing address in the thriving suburb of Subiaco.

### Telephone Answering & Message Forwarding

This service includes a Subiaco telephone number answered under your company name. Subiaco Business Centre’s experienced staff will manage your calls exactly how you choose. We will transfer and introduce calls to staff and deliver messages via email and SMS.

### Complete Virtual Office

This package encompasses everything you need to present a professional business image. From a prestigious Subiaco address to your telephone calls being managed by professional and friendly staff.

### Diary Management

Subiaco Business Centre takes the stress out of managing your appointments by establishing and maintaining your diary. We will set up a Google calendar that can synch to your mobile phone so you are able to check your schedule while you are on the go and stay up to date with all changes in your calendar.

### Appointment Reminder Service

We can provide a fully automated reminder service for your clients

This reminder service integrates seamlessly with Google

Calendar is reliable and secure and is designed at reducing no-shows.

**Subiaco Business Centre has a selection of virtual packages readily available** - for information and pricing, please visit our website:

<http://www.subiacobusinesscentre.com/virtual-offices>

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A comprehensive range of affordable secretarial support services is available to you on demand to deliver assistance when you need it.

## Secretarial services

High speed colour printing, photocopying, binding, laminating and faxing facilities

Word processing, Excel spreadsheets /databases, PowerPoint presentations and dictaphone transcribing

Creating invitations, flyers, newsletters & brochures and other promotion materials

Meetings – agendas, minutes & catering

Calendar management and appointment reminder services

Travel arrangements – Flights, Accommodation & Conference Bookings

Bookkeeping (Accounts)

These are just a few examples of how our highly skilled secretarial support can assist you.

For more information and pricing, please visit our website:

<http://www.subiacobusinesscentre.com/secretarial-services/>