



MEETING ROOM
\$35.00 PER HOUR
\$285.00 PER DAY



BOARD ROOM
\$85.00 PER HOUR
\$295.00 PER DAY

MEETING & BOARD ROOM HIRES

WE HAVE 2 FABULOUS MEETING ROOMS THAT CAN HOLD UP TO 4-6 PARTIES. PERFECT FOR THOSE SMALL TEAM MEETINGS OR JUST A QUIET SANCTUARY TO TAKE CALLS, CLIENTS & MORE.

OUR BOARD ROOM HAS ALL YOU NEED. IT OFFERS A LARGE SPACE TO HOLD TEAM MEETINGS AND PRESENTATIONS. INCLUDING A LARGE SCREEN TV AND A WHITEBOARD FOR USE.

INQUIRE TODAY!

VIRTUAL PACKAGES AVAILABLE

PACKAGE 1 - MAIL COLLECT/REDIRECT

- USE OF STREET ADDRESS & PO BOX #
- MAIL COLLECTION & FORWARDING TO THE REQUIRED ADDRESS

FEE: 1X PERSON \$75.00 PER MONTH
ADDITIONAL PERSON \$25.00 EACH

PACKAGE 2 - RECEPTION SERVICES

- USE OF STREET ADDRESS & PO BOX #
- MAIL COLLECTION & FORWARDING TO THE REQUIRED ADDRESS
- USE OF FACSIMILE # & FACILITIES
- INCOMING/ OUTGOING DELIVERIES
- RECEIVING/SIGNING OF DELIVERIES/ DOCUMENTATION

FEE: 1X PERSON \$125.00 PER MONTH
ADDITIONAL PERSON \$25.00 EACH

PACKAGE 3 - TELEPHONE ANSWERING

- ANSWERING 75 CALLS A MONTH UNDER DESIGNATED COMPANY NAME
- TAKING MESSAGES
- SENDING MESSAGES TO COMPANY EMAIL
- ALLOCATED PHONE # INCLUDED

FEE: 1X PERSON \$185.00 PER MONTH
ADDITIONAL PERSON \$25.00 EACH

PACKAGE 4 - MAIL COLLECT/REDIRECT/ TELEPHONE ANSWERING

- ANSWERING 75 CALLS A MONTH UNDER DESIGNATED COMPANY NAME
- TAKING MESSAGES
- SENDING MESSAGES TO COMPANY EMAIL
- ALLOCATED PHONE # INCLUDED
- MAIL COLLECTION & FORWARDING TO THE REQUIRED ADDRESS
- USE OF STREET ADDRESS & PO BOX #

FEE: 1X PERSON \$285.00 PER MONTH
ADDITIONAL PERSON \$25.00 EACH



SUBIACO BUSINESS CENTRE

**MORE THAN JUST AN OFFICE
 WE ARE YOUR TEAM!**

**TELEPHONE ANSWERING
 BOOKING MANAGEMENT
 MAIL & MAIL RE-DIRECTION
 EMAIL MONITORING/REPLIES
 SECRETARIAL SERVICES
 AND MUCH MORE!**

WHAT DO WE OFFER?

BOARD & MEETING ROOMS

SECRETARIAL SERVICES

TELEPHONE ANSWERING

MAIL COLLECTION/ REDIRECTION

EMAIL MONITORING AND ANSWERING

ADDITIONAL CATERING

& MORE



CONTACT US TODAY!

(08) 9380 8300

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SUBIACO BUSINESS CENTRE

SUBIACOBUSINESSCENTRE

ABOUT US

THE SUBIACO BUSINESS CENTRE IS A WELL-ESTABLISHED, FIRST-CLASS OFFICE COMPLEX WITH OVER 35 YEARS OF EXPERIENCE.

OUR DEDICATED STAFF ARE HERE TO SUPPORT ALL YOUR ADMINISTRATIVE, SECRETARIAL AND BUSINESS NEEDS, ENSURING FAST AND PROFESSIONAL SERVICE.

WE ARE HERE TO SUPPORT YOU AND PRESENT A PROFESSIONAL IMAGE FOR BOTH YOUR BUSINESS AND THE SUBIACO BUSINESS CENTRE.

WE ARE MORE THAN JUST AN OFFICE - WE ARE YOUR TEAM!



OFFICE SPACE HIRES

LEASE WITH US TODAY!



OUR PREMIUM OFFICE SPACES ARE DESIGNED TO ACCOMMODATE BUSINESSES OF EVERY SIZE, OFFERING THE PERFECT BALANCE OF PROFESSIONALISM, COMFORT, AND FLEXIBILITY.

FROM STYLISH PRIVATE OFFICES FOR SMALL TEAMS TO EXPANSIVE CORPORATE SUITES FOR LARGER ENTERPRISES, EACH SPACE HAS BEEN THOUGHTFULLY DESIGNED TO CREATE A PRODUCTIVE AND INSPIRING WORK ENVIRONMENT. WITH MODERN INTERIORS, FLEXIBLE LAYOUTS, AND A PRESTIGIOUS BUSINESS SETTING, OUR OFFICES PROVIDE THE IDEAL PLACE FOR COMPANIES TO GROW, COLLABORATE, AND SUCCEED WHILE MAKING A LASTING IMPRESSION ON CLIENTS AND STAFF ALIKE.