

The **FORMATION** space

Team/ Small Business Office

Desk capacity:



The 'Formation' space is best suited to a small business, team or collective. It includes 5 desks in the main open plan area. There is also a semi-private Manager's office, with a large desk, as well as a smaller desk suitable for a support staff member. The space can service up to 7 office workers.

Each desk comes with power and ethernet connection as well as Wifi connectivity. A phone system network can also be set up in the office at additional cost if required.

Each desk also has adjustable seating, overhead shelving and under desk drawers. There is a central meeting table, full height lockable storage cabinet and lockable sliding door cabinet. There are two wall mounted white boards.

This office space has its own entry door which can be separately locked. There is also a dedicated air conditioning system which can be temperature controlled from within the room.

The tenancy also includes one secure carpark, with additional parking available to rent.

The area is styled with our signature V-Formation of magpie geese and iconic Wet Season storm clouds on a background of lush heliconia leaf green with stringybark desktops and a stylized undergrowth between desks.

These offices are available for medium to long term lease.

PRICING	Weekly	Monthly	Quarterly	Annual
7-desk Private Office	N/A	\$3,500	\$9,975	\$37,800

**Nb Prices are ex. GST - Additional set up charges may apply.

SIGN UP FORM

Business Name or/ Individual Name (Sole Trader)	
ABN / ACN	
Main Contact Person	
Email Contact	
Mobile Contact	
Postal Address	
Accounts Email	

Membership

Highlight or circle your option	Daily	Weekly	Monthly	Quarterly	Annual
7 desk private office <input type="checkbox"/>	N/A	N/A	\$3,500 <input type="checkbox"/>	\$9,975 <input type="checkbox"/>	\$37,800 <input type="checkbox"/>
2 desk private office	N/A	N/A	\$2,500 <input type="checkbox"/>	\$7,125 <input type="checkbox"/>	\$27,000 <input type="checkbox"/>
Dedicated Hot Desk	\$50 <input type="checkbox"/>	\$200 <input type="checkbox"/>	\$700 <input type="checkbox"/>	\$1,995 <input type="checkbox"/>	\$7,560 <input type="checkbox"/>
Premium Sit/Stand	+\$5 <input type="checkbox"/>	+\$20 <input type="checkbox"/>	+\$70 <input type="checkbox"/>	+\$200 <input type="checkbox"/>	+\$750 <input type="checkbox"/>
Shared Hot Desk	\$35 <input type="checkbox"/>	\$175 <input type="checkbox"/>	\$500 <input type="checkbox"/>	\$1,450 <input type="checkbox"/>	\$5,400 <input type="checkbox"/>
Premium Sit Stand	+\$3.50 <input type="checkbox"/>	+\$17.50 <input type="checkbox"/>	+\$50 <input type="checkbox"/>	+\$145 <input type="checkbox"/>	+\$540 <input type="checkbox"/>

Sundry Items

Select & indicate number of items required		One-off	Weekly	Monthly	Total
Secure Carparking			\$35 <input type="checkbox"/>	\$130 <input type="checkbox"/>	
Secure Onsite Storage			\$35 <input type="checkbox"/>	\$130 <input type="checkbox"/>	
Secure Office Storage			\$20 <input type="checkbox"/>	\$70 <input type="checkbox"/>	
Additional Key	No.	\$50/p <input type="checkbox"/>			
Additional FOB	No.	\$25/p <input type="checkbox"/>			
Number plate entry	No.	\$25/p <input type="checkbox"/>			
Virtual Office				from \$150 <input type="checkbox"/>	

Terms & Conditions:

- All quoted prices are excluding GST
- Additional charges for set up of dedicated IT services in Group/Executive spaces may apply
- Payment terms – Period of the membership, paid in advance. Invoices will be provided.
- Printing – A maximum of 100 copies (B&W) and 20 Copies (Colour) per day at no cost
- Access – Single desks membership is for a single person only and cannot be shared
- Secure Carpark access is available only to a dedicated vehicle
- FOBs and PIN Numbers – will be issued for the days of use and otherwise disabled.
- Office keys are provided for the separate offices
- There is a separate \$50 bond for keys and FOB
- Damages – Members will be fully liable for the full cost to rectify any damage caused
- Echelon accepts no responsibility for members property left on site.
- Access is 24/7 Members using the facility afterhours must book in advance for afterhours access

Name _____ Signature _____ Date: ___/___/___