

the LIFT OFF space

Individuals Hot Desks / Team Space

Desk capacity:  (x 5)



The 'Lift Off' space are our premium hot desks. There are 5 individual ergonomic desks that can be raised from standard desk height up to 1.25m standing height at the touch of a button.

These desks feature security screening between, block out blinds to the window in front of them, additional lighting above and adjustable leather chairs.

Additional lockable storage is available on the rear wall for \$20.00 per week, subject to availability.

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.

The area includes a feature green wall perfect for a social background with our motto – *Right Place, Right Time!*

Membership

Persons using Echelon Workspace as a single entity are referred to as an "Echelon Member".

Echelon Members can choose the desk they prefer subject to availability. Alternately members can book an available desk for a minimum 4 hour block.

Dedicated Hot Desks

For members opting for longer term leases, a dedicated desk will be provided for the duration of your stay. Should you vacate the space for any time the desk ID will be kept on your file and you will be given preference to take the desk up on your return.

Shared Hot Desks

Members who opt for shorter 'Hot Desk' leases may not get the same desk each time they attend. When sharing, the user needs to pre-book the space to guarantee availability. You can advise your desk preference when booking.

PRICING	Daily	Weekly	Monthly	Quarterly	Annual
Dedicated Hot Desk	\$55	\$220	\$770	\$2,195	\$8,310
Shared Hot Desk	\$38.50	\$192.50	\$550	\$1,595	\$5,940

**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 <input type="checkbox"/>	\$55 <input type="checkbox"/>	\$220 <input type="checkbox"/>	\$770 <input type="checkbox"/>	\$2,195 <input type="checkbox"/>	\$8,310 <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 <input type="checkbox"/>	\$38.50 <input type="checkbox"/>	\$192.50 <input type="checkbox"/>	\$550 <input type="checkbox"/>	\$1,595 <input type="checkbox"/>	\$5,940 <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: ___/___/___