

SAVINGS SCHEDULE

cost comparison



Save on set-up time
Don't tie up capital in staff & office equipment!

Set up costs and considerations	Melbourne Central Executive Suites	Traditional Office Lease	Benefits and Savings
Lease terms	You can rent daily, weekly or monthly for Virtual or on a 3, 6 or 12 month lease for rented office space	You will be locked into a minimum 3-year lease	Flexibility & no outrageous bonds to secure
Partioning, Furniture and connections	All Included	Need to arrange	Savings on time and money
Receptionist to answer your calls and greet your clients when you are in or out of your office	Included	At average wages, a receptionist will cost you at least \$35,000 per year all inclusive	Annual savings are clear
Telephone Connections (installation & rent)	Includes headsets (where applicable), voicemail and connection	The average monthly business line rental, connection and handsets costs \$1,000 per year	Annual savings of approx \$1,000 per year
Broadband Internet	In built high speed internet with competitive plans available	May not be able to facilitate the technology you need and the length of contract is usually 24mnths	Huge savings and only enter into a monthly contract
Office equipment, photocopiers, computers, fax machines and printers (lease)	All available and ready to use	Not included. Need to buy or lease and also maintain the equipment	Huge savings, no capital outlay
Mail services, franking and delivery of mail, organising all courier services	All included	You will need to arrange separate accounts for each billing account used	Pay only for what you use and pay only one monthly bill
Word-processing Services	Pay only for the times you need by the hour, day, week or month	At an average wage, staff will cost you at least \$45,000 per year all inclusive	Save on permanent & increasing staffing costs
Boardrooms, meeting rooms, interview & mediation rooms	Use of rooms are by the hour, half day, full day or longer term when required	Permanently maintained space for your accommodation	Save on renting costs for meeting spaces that are used only occasionally. Save on furniture and fit out costs
Daily Office Cleaning	Included	You will need to set up an agreement with a trustworthy company and pay the account separately	Save up to \$5000+ a year
Tea, coffee, milk, kitchenware and filtered water	Included	Need to organise and replenish	Convenience. Save time and money
**Outgoings - daily office cleaning, air-conditioning, water, gas, electricity, heating, waste disposal, maintenance agreements, leases on equipment, public risk insurances	Included	An average annual outgoing cost is \$12,000	No more to pay

MELBOURNE CENTRAL EXECUTIVE SUITES

Checklist

Melbourne Central Executive Suites offers an all-inclusive price with no hidden extras. Use this checklist to compare our value. We have ensured that you are not charged as an extra for the following services:

Service	MCES	Others
Telephone Connection <i>(per workstation)</i>	INCLUDED	<input type="checkbox"/>
Telephone Monthly Line Rental <i>(per workstation)</i>	INCLUDED	<input type="checkbox"/>
Overflow telephone answering in your company name and permanent Receptionist to look after your business when you are not in the office	INCLUDED	<input type="checkbox"/>
Voicemail and emailing of messages	INCLUDED	<input type="checkbox"/>
Telephone Handsets <i>(per workstation)</i>	INCLUDED	<input type="checkbox"/>
Daily Cleaning of Offices <i>(5 days a week)</i>	INCLUDED	<input type="checkbox"/>
Office Furniture Set-up <i>(per workstation)</i>	INCLUDED	<input type="checkbox"/>
**Outgoings as above	INCLUDED	<input type="checkbox"/>
Daily mail delivery and posting	INCLUDED	<input type="checkbox"/>
Full building Security	INCLUDED	<input type="checkbox"/>
Tea, coffee, filtered water and the use of two kitchen facilities	INCLUDED	<input type="checkbox"/>
Shower & Change room facilities	INCLUDED	<input type="checkbox"/>
Internet connection to high speed broadband Ethernet including 1.5GB of data traffic included with each connection (1024KB upload with 18MB download speed per second)	\$97.50 per month	<input type="checkbox"/>