

A prestigious address in the Heart of the Nation's Capital

Corporate Offices & Boardroom Leasing



Dare Corporate Centre Inc

275 Slater Street, Suite 900

Ottawa, Ontario

Tel: (613) 233-3152

Fax: (613) 236-3754

www.darectr.com



The Corporate Centre

- Located just a few blocks from Parliament Hill.
- Professional, bilingual receptionist to greet and answer your incoming calls, Monday to Friday between the hours of 8:00 am to 5:00 pm.
- Automated attendant after hours and weekends.
- Voice Mail and Paging Service.
- Off premises extension.
- Incoming and outgoing mailing facilities provided via courier and/or Canada Post.
- Professional, fully furnished business offices with room for expansion.
- Boardroom and office rental available on a per day basis (pay as you use).

- Professional catering available (with notice).
- 24-hour building security / office access for clients.
- Professional office cleaning provided.

Boardroom

- Large executive style, fully equipped boardroom facilities which can be reserved by contacting our reception.
- On-site audio visual equipment for seminars and/or presentations.

Boardroom and office rentals

Per Hour	\$ 25.00
Per Day (8hrs).....	140.00

Corporate services

Fax: (sending per page - 8.5" x 11")

Local	\$1.00
within Canada	1.00
U.S.	1.00
Overseas	1.00
Fax: (receiving per page):	1.00
Courier:	Cost + 20% H/C
Postage:	Cost + 20% H/C
Translation: (per word).....	0.25 / 0.35

Transcription/Dictaphone:

quotes provided.....

Cerlox Binding:

Individual bindings	0.50
Without covers	2.00
With card stock cover	2.50
With acetate cover	3.00

Office Support Services

In-house word processing, desktop publishing and design. PC and Macintosh formats.

Word Processing: (per hour)	\$25.00
Desktop Publishing: (per hour)	40.00
Graphic Design: (per hour).....	50.00
Scanning: OCR (low volume/page)...	1.00
Setup (fee)	25.00
Editing (per hour).....	30.00
Grey Scale & b/w	10.00
Colour	18.00
Laser Printing: (per page)	1.00
Colour Printing: (per page*)	2.00
Transparencies: blk. & white	1.00

Stationary Design

Letterhead	\$30.00
Business Card	20.00
Envelope	20.00
All three for	60.00
Additional Revisions	\$30.00 per hour

Photocopies

Black & White (1-300 copies)	\$0.12
(301+ copies)	\$0.10

Colour Copies:

8.5" x 11"(14" (1 - 10 copies).....	2.75
(11 - 24 copies)	2.50
(25 - 49 copies).....	2.00
(50 - 100 copies)	1.80
11" x 17"	(1 - 10 copies) ... 4.50
(11 - 24 copies) ..	4.00
(25 - 49 copies) ...	3.50
(50 - 100 copies) ..	2.50

** Prices vary with colour coverage of document for printing and copying rates.*

Note: Minimum charge of 15 minutes on all Word Processing and Design services.

Visit, your Virtual Office
www.darectr.com/suite902

Identity Plan Services

DARE Corporate Centre Inc. offers a Professional Virtual Identity Service (I.D. Plan) for those clients who do not require a full-time office. The I.D. Plan provides you with the following services:

- Personalized bilingual telephone reception answering in your company's name, Monday through Friday, 8:00 am to 5:00 pm.
- Use of a downtown commercial business address for business cards and letterhead.
- Handling, sorting and distribution of incoming mail by courier or post.
- Access to a wide range of support services such as: fax machine, boardroom and office rental (on a per day basis and on a pay-as-you-go basis).



**Executive Offices
Telephone Answering
Identity Plan
Quality Services**

- Large boardroom
- Audio/Visual
- Voice Mail & Paging Service
- Bilingual telephone reception
- Mail/courier service
- Wp / desktop publishing
- 24-hour access and security
- Virtual Office I.D. Plan
- Off premises extention
- Convenient downtown location
- Furnished offices



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**Office Hours, Monday to Friday
8am-5pm**

Carmelo Vitanza
Operator / Manager