

OFFICE RENTAL INQUIRY

Inquiry Date: *DD/MM/YY*

ORGANIZATION: _____

CONTACT NAME: _____

JOB TITLE: _____

E-mail: _____ Phone: _____

Billing Address: _____

Industry: _____

Please provide a description of your organization:

Describe your role with the organization

Will this location be your Calgary headquarters?

YES

NO

RENTAL TERM REQUESTED: From DD/MM/YY To DD/MM/YY

BUSINESS SPACE (subject to availability)

Select Rate Type:

Quantity Day Week Month

DESK SPACE

A pod is located in our open office area and includes desk space and filing cabinetry

Quantity	Day	Week	Month
<input type="checkbox"/>	\$50	\$200	\$650
<input type="checkbox"/>	\$100	\$400	\$1100
<input type="checkbox"/>	NA	NA	\$1300

CUBICLE

A cubicle is a semi-private desk located in the open office area and includes filing cabinetry and overhead storage

PRIVATE OFFICE

Closed door private office space. Includes filing cabinetry and overhead storage

Business Desk Pricing Includes:

- ✓ Dedicated office space
- ✓ Wireless Internet
- ✓ Telephone - Local Calls & Calling Card only
- ✓ Copying/Printing Services – up to 75 free copies/month
- ✓ Access to boardrooms *subject to availability*

TECHNOLOGY

Please select if required:

Laptop connectivity (for on-site printing) **\$200** (one-time fee)

** Space will be reserved for 1 week after availability is confirmed. All bookings require a signed contract and deposit at time of booking.

Thank you for your inquiry. Our Global Business Centre Team will contact you shortly.