



## Administration Solutions for Not-for-Profit and Charitable Organizations



	Admin 1	Admin 2	Admin 3	Admin 4	Mgmt 1
<b>Mail:</b> Prestigious Address; Listing in Building Lobby Directory; Mail & Courier Receipt	*	*	*	*	
<b>Phone:</b> Dedicated 416 Number; Voicemail, Forward to any Number; Discount Long Distance from any Office, Home or Mobile		*	*	*	
<b>Meeting Room:</b> For up to 25 people for the Day for Board or Committee Meetings			*	*	
<b>Day Office or Meeting Room:</b> 1 day per week; Includes use of Phone and Internet				*	
<b>Membership Management:</b> Maintain Database, Process Renewals, Generate Directory					*
<b>Meeting Rooms/Offices: At Preferred Rates</b>	*	*	*	*	
<b>Administrative/Professional Services:</b> At Preferred Rates	*	*	*	*	
<b>Files and Collateral Material Storage:</b> At Preferred Rates	*	*	*	*	
<b>Monthly Rate</b>	<b>\$59</b>	<b>\$159</b>	<b>\$299</b>	<b>\$599</b>	<b>\$100</b>
<b>Member Enquiries</b>		<b>\$30</b>	<b>\$30</b>	<b>\$30</b>	
<b>Process Member Renewal</b>					<b>\$10</b>
<b>Process New Member</b>					<b>\$20</b>
<b>One Time Set Up Fee</b>	<b>\$50</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>	<b>\$550</b>

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**Call 416 363 0400 or email [info@401bay.com](mailto:info@401bay.com) for more information!**

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