Rethink YOUR Workspace

Rethink Your Workspace Price List (inc GST)

Ground Floor	
Stand Up 1	**LEASED**
Stand Up 2	**LEASED**
Stand Up 3	**LEASED**
Stand Up 4	**LEASED**
Desk 1	**LEASED**
Desk 2	**LEASED**
Desk 3	**LEASED**
Desk 4	**LEASED**
Desk 5	***Available $165 pw***
Desk 6	***Available $165 pw***
Desk 7	**LEASED**
Desk 8	**LEASED**
Desk 9	**LEASED**
Desk 10	**LEASED**
Desk 11	**LEASED**
Desk 12	**LEASED**
Desk 13	**LEASED**
Desk 14	**LEASED**
Desk 15	**LEASED**
Desk 16	**LEASED**
Desk 17	**LEASED**
Desk 18	**LEASED**
Office 1	***Available $220 pw***
Office 2	**LEASED**
Office 3 (3 workstations)	***Available $440 pw***

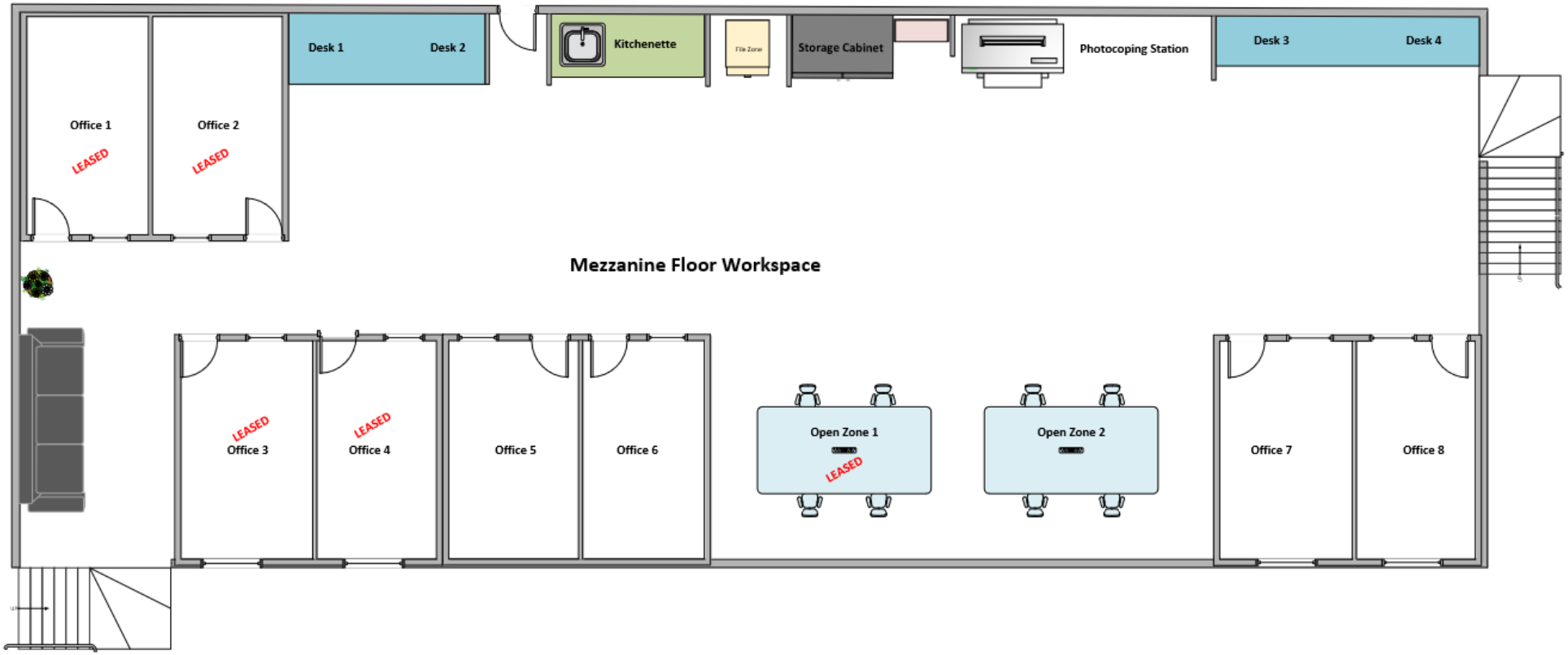
Mezzanine Floor	
Office 1	**LEASED**
Office 2	**LEASED**
Office 3	**LEASED**
Office 4	**LEASED**
Office 5	***Available $242 pw***
Office 6	***Available $242 pw***
Office 7	***Available $300 pw***
Office 8	***Available $300 pw***
Open Zone 1	**LEASED**
Open Zone 2	***Available $440 pw***
Desk 1 & 2	**LEASED**
Desk 3 & 4	***Available $125 per desk pw***

Secure Undercover Car space	
Single car space with remote	***Available $77pw***

Proposed office Space	
Proposed T1 (ground floor)	***Available - contact us for details***
Proposed T2 (ground floor)	***Available - contact us for details***

Ground Floor Plan of Rethink Your Workspace

Mezzanine Floor Plan of Rethink Your Workspace



Rethink your Workspace Services & Support provided within Rental Agreement Fee

Services & Support

Reception

- Open Monday to Friday from 8am to 5pm
- All incoming calls attended to and passed onto tenant, or an email notification of clients call will be provided within 15minutes of the call being taken
- Outside business hours answer machine is on & all messages will be forwarded to tenant by 10am the following business day
- Greet clients and assist their enquiry and/or take them to a meeting pod in preparation for their meeting
- Offer tea/coffee to clients, as instructed by tenant
- Make coffee for clients after 3pm (when Recharge Espresso Café closes)
- Tenant will be notified of any arrivals once client is seated in meeting pod
- Receive hand delivered mail & package/parcel drop offs. Will notify tenant either via phone (if in) or via email (if out/in a meeting) of package. Package can be collected from Reception unless otherwise advised
- Maintain and manage the bookings for all meeting pods and boardroom for the Rethink workspace
- One of our Receptionist is a Justice of the Peace so is available to witness documentation if required

Recharge Espresso Café

- Recharge Espresso café is open Monday to Friday, from 7am – 3pm with public seating available outside only. Tenants are able to take advantage of sitting inside, at the bench seats and lounge also
- Tenants are welcome to liaise directly with the café Manager & staff to order their own coffees/food
- Café account can be established with Café Manager and must be paid weekly
- Catering for larger groups can be arranged, at a minimum of 3 days in advance (when possible) for tenants and their clients/associates

Meeting Pods

- Reception are responsible for booking and managing all meeting pods and boardroom for the Rethink workspace. All bookings must go via reception. Client meetings take priority over internal team meetings. Where possible all meeting requests will be accommodated for at the time and in the meeting pod requested, however there are occasions when bookings need to be moved around to accommodate for all tenants requests. Notification of a room change will always be discussed with the tenant PRIOR to the meeting time.
- Meeting pods will be supplied with water and glasses for all tenant/client meetings
- All meeting pods are cleaned at the end of all meetings in preparation for future bookings. Reception maintain the stock of whiteboard markers, cloths, tissues and pens for the rooms. Any issues with the room must be reported to Reception at completion of your meeting to ensure we maintain a high standard of presentation of our meeting rooms.
- Reception will wipe down the whiteboard and return TV remote and laptop HDMI cables to their hiding spot as part of the clean up of the meeting room at the conclusion of tenant/client meetings.
- A telephone is available for meetings. Please advise Reception in advance when a telephone is required for your meeting to ensure availability (they are not left in the meeting pods).

Kitchen (tenants private rest & replenish zone)

- 24/7 access is available to the kitchen and rest zone for tenants only. No clients or guests of tenants are able to access this zone
- 2 large refrigerators are provided to be shared between the tenants. Personal items placed in the fridge and freezer are done at tenants responsibility. There will be allocated shelves/trays for tenants to ensure they have space to place items as needed. The fridges will be cleaned out regularly by Reception and they will remove 'suspicious food' as they see fit during these cleans, to ensure suitable hygiene levels are maintained.
- The kitchen is stocked with cutlery, plates, bowls, coffee & tea cups, glasses and a large range of other kitchen items to be shared by all tenants
- Milk will be stocked in the refrigerators for tenants use
- The kitchen will be cleaned twice a week at the time of the professional cleaning services, when bins will be emptied also
- The dishwasher will be run daily, at the days end, and cleared prior to 9am each business day.
- Items that can not be placed in the dishwasher are to be washed up and put away by the tenants responsible for using them
- The kitchen is stocked with a kettle, microwave oven and toaster for use by all tenants

General Rethink

- 24/7 access is available to tenants of the Rethink workspace, via the entrance foyer and by inputting your personal & private pin code. No guests are permitted outside reception hours without prior agreement with Reception.
- The rubbish is removed from tenants desk bins, toilets, kitchen zone, meeting pods and general areas inside the Rethink workspace twice a week during the professional cleaning services
- Council bins are located in the garage space and are collected twice a week. If you require removal of rubbish that needs to be placed in these bins please arrange via Reception
- Any contractors that come on-site are required to sign in at Reception and wear a name tag identifying why they are here. If any tenants require a contractor on-site they must seek approval prior to them attending from Reception
- Spot cleaning during work hours will be provided by Reception if any spills or issues arise
- Window cleaning is done regularly
- Reverse cycle air conditioning is ducted throughout the Rethink workspace, including in meeting pods and offices
- Back to base security with 24/7 monitoring
- Premises is covered for Public Liability and building and contents (premises contents only). All tenants are required to take out their own insurances for their personal belonging that they leave in the space
- A very small safe is available for tenants who find themselves in a difficult situation and need to store cash/cheque books or credit card (for example) over night or over a weekend. Please discuss with Reception if you require this facility

Desk space

- Each desk is rented out with a chair, chair mat and telephone as standard
- Some desks have small draw/file units available with them. Confirmation of this will be given to the prospective tenant prior to them signing a Rental Agreement
- Desks will be cleaned over by our professional cleaning service once per week. It is the responsibility of the tenant to put any private & confidential information 'out of sight'. Confirmation of cleaning days/time can be advised by Reception
- No food is to be kept unwrapped at the desks for health reasons
- We ask that no food scraps are put in the bin under your desk. Please place them in the various bins located throughout the Rethink workspace

Office space

- Each office is rented out with a chair, chair mat and one telephone as standard
- Some desks have small draw/file units available with them. Confirmation of this will be given to the prospective tenant prior to them signing a Rental Agreement
- The desk in the office space will be cleaned over by our professional cleaning service once per week. It is the responsibility of the tenant to put any private & confidential information 'out of sight'. Confirmation of cleaning days/time can be advised by Reception
- No food is to be kept unwrapped in your office for health reasons
- We ask that no food scraps are put in the bin in your office. Please place them in the various bins located throughout the Rethink workspace

Technology

- 24/7 access to internet is provided throughout the space
- Voip telephone handset is provided (upon request) in meeting rooms. Every desk and office comes with one handset as standard. The telephones have many features available, such as 'do not disturb' and 'message to email'. Reception will assist by providing electronic manuals for the features you require
- Every meeting pod is set up with a television, HDMI cable and TV remote. Wifi connection is available in the pods and throughout the Rethink workspace
- Rethink workspace has 2 high end photocopy facilities available for tenants, with one located on both the ground level and mezzanine. Copy usage is an additional charge (see below in Services Available @ a chargeable rate)

Additional Services & Support – charged outside Rental Agreement

Services & Support

Reception

- Send out confirmation emails and/or SMS reminders for client meetings
- Scan documents & email to tenants
- Distribute faxes to tenants that are sent to the Rethink workspace fax number
- Prepare mail and take to post office daily
- Order Stationery for tenants from preferred supplier
- Order Australia Post envelope stock
- Purchase celebration cakes, prepare kitchen & clean up after for tenant team events
- Organising tenant schedules including travel, accommodation and meeting bookings
- After hours mail to Junction PO or Marketown PO
- Process Credit Card payments over the phone & at the front desk for clients on behalf of tenants businesses
- Coordinate after hours workshops and meetings for tenants
- Off street, internal & secure car parking, with remote control access for tenants
- Secure storage cage available on site (in garage) for file storage

Administration Support

- Drafting & preparing routine correspondence for tenants
- Data entry into tenants CRM
- Bookkeeping services (simple entry of data into Xero for tenants) including invoice generation

Meeting Pods

- Tenants can conduct workshops and all day group sessions in our meeting pods at an additional charge. The charge rate will depend on what support and services you require. Services available include; room hire, setup, printing, tidy up during the event, catering, delivery to the pod of food, tea & coffee from our on-site café Recharge Espresso. Please discuss charge rates with Reception

Technology

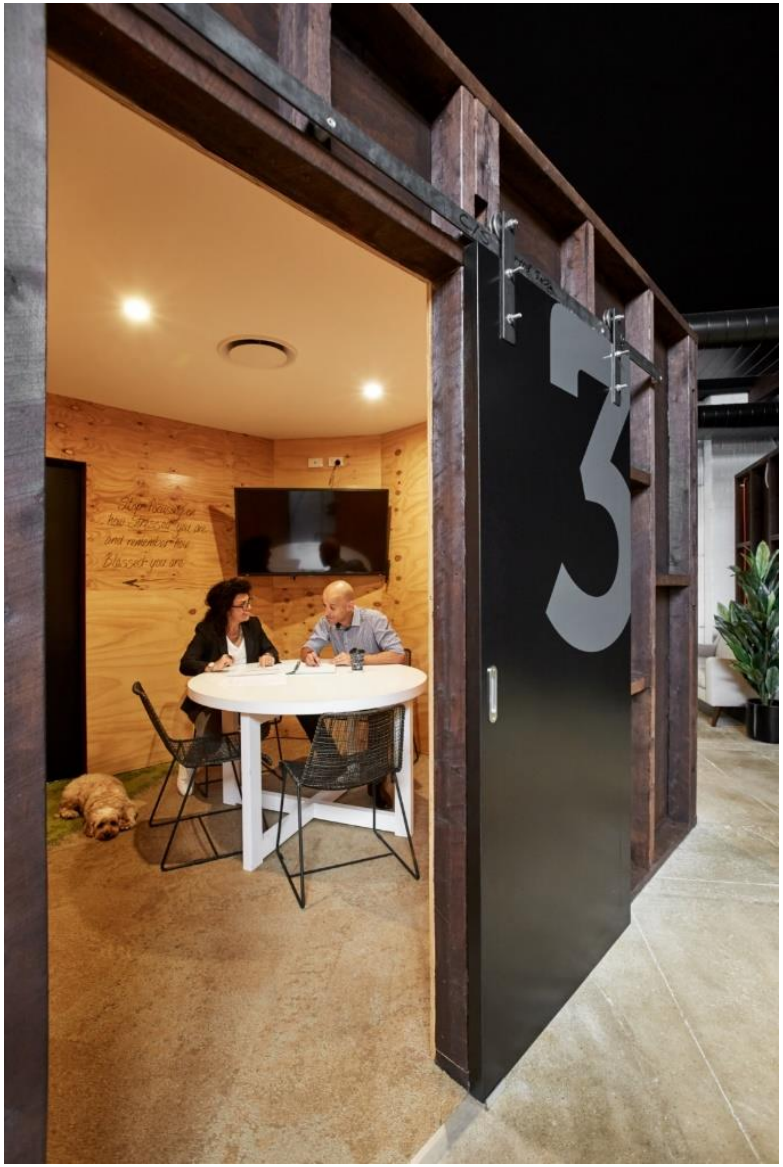
- 2 high end quality printers are provided in the Rethink Workspace. For those tenants wishing to utilise the printers they are charged as following;

	A4	A3
Black & white copies	$0.11 each	$0.22 each
Colour copies	$0.60 each	$1.20 each

The copiers are serviced regularly to ensure maximum quality and efficiency to the end users. Tenants will be provided with a personal pin number for themselves/their team and invoiced monthly

Photo gallery

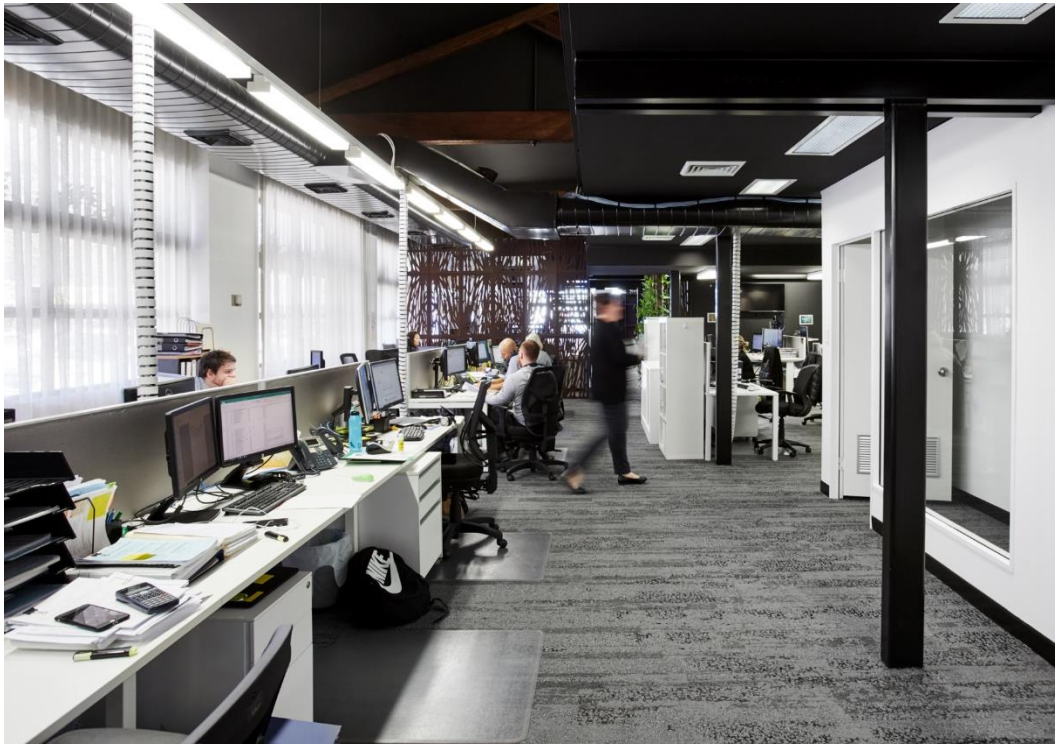
Client Zone/Meeting Pods


3

3
4

1
2

Reception & Open Plan Zone



Café – Recharge Espresso

WE ARE WINDOW
SERVICE ONLY
Now opening 7am - 5pm
VISA
VISA

Mezzanine Zone

6
5
4
3
2
1