



Our office is *your* office!

Rates

Coworking—Standard Monthly Membership:

Month to month membership rate with extended hours: \$125.00

No designated desk space-clients work at any available open desk

- *Membership is for 30 days, begins on the first day of coworking
- *Memberships are not shareable and for the coworking client only
- *Members receive a 20% discount on conference room or private office bookings
- *Coworking members may use The Office Sandpoint address for mail and/or package delivery and are responsible for disposal, recycling of boxes and packaging (we do not have recycling service available)
- *We are a dog friendly facility **subject to availability and approval**. A \$25.00 monthly charge for pets is required to cover extra cleaning fees.

Coworking—Dedicated Desk Option:

Monthly supplement in addition to the monthly coworking membership: \$30.00

- *Dedicated desks are subject to availability
- *Dedicated desks are for the sole use of the client, monitors, etc are set up and left in place

Coworking Day Pass:

One day, regular office hours (9a-5p) coworking \$30.00

Before Hour access, rate is per hour outside of regular hours \$10.00

- *One business day in advance notice required
- * Early Access can be arranged subject to availability
- *After hour access is not available for day pass users
- *Day pass is not shareable and is for one user only

Conference Room (seats 8– 10 comfortably around the table)

Full Day..... \$79.00

Half Day..... \$49.00

After/Before Hour rates..... \$10.00 per hour additional (subject to availability)

- * Rates based on regular office hours (9a-5p)
- * Half day is 9a-1P or 1p-5p
- * One business day advance booking is required
- * Credit card guarantee required
- * 3business day cancellation notice required for full refund
- * White board, easel, large screen TV for presentations
- * Bottled water included for meetings

Metro Room –Private Office

Full Day..... \$63.00

Half Day..... \$40.00

After/Before Hour rates..... \$10.00 per hour additional (subject to availability)

- *Regular office hours are 9am-5pm

Mail/Virtual Office Service Packages

Mail only, monthly rate

\$50.00

Includes:

- *Business address and suite number
- *Mail and package receiving (during business hours and with certain restrictions on size)
- *Mail pick up at your convenience during regular business hours (9a15p) from your mail basket
- *mail shredding
- *Mail and package (packages with size restrictions) for 30 days
- *two authorized mail recipients
- *Mail forwarding at an additional charge, \$5.00 handling fee + shipping fees and any other costs incurred such as purchase of mailing envelopes, etc.
- *A charge for mail/packages not picked up after 30 days will apply
- *Clients are charged via recurring invoice that is payable online. Non-payment will result in mail being refused
- *Cancellation notice must be received by The Office Sandpoint 30 days in advance of the next billing date

Virtual Office

\$160.00

Includes:

- *All the features and stipulations noted above in the Mail Only Package plus...
- *1 Coworking Day Pass per month (must be booked at least one business day in advance)
- *Four (4) hours use (Half day either morning or afternoon) of either the conference room (must be booked at least one business day in advance, and subject to availability)
- *Full day use of the private office (must be booked at least one business day in advance, and subject to availability)

Notes :

If you live in the area and are considering a monthly coworking membership, ask us about our free “coworking test drive”. Advance booking is required and is subject to availability.,

Our internet service is wireless and we have no access for hard wiring. Our internet service is Ting fiber.



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