

# MSVA Business Centre Price List

## Free First Consultation

A one hour first consultation is provided free, to assess your requirements and to ensure MSVA could provide the most appropriate services for your needs

## Virtual Office Administration **\$35/hr**

The daily office tasks you don't have time to do.

## Off-Site Bookkeeping **\$45/hr**

Off-Site Bookkeeping is completed away from your office at an MSVA location.. Some bookkeeping services include:

- Data Entry catch up in QuickBooks software
- A/R & A/P management
- Account reconciliations
- Payroll & HR management
- PST & GST remittances

## On-Site Services **\$50/hr**

Let us come to you when it just can't be done remotely or you prefer to have the work stay in-house. Just call and we'll come to you. Mileage fees may apply.

## QuickBooks Software Support **\$75/hr**

Certified QuickBooks ProAdvisors.

Not getting the answers you need from Intuit Technical Support? We can help solve your QuickBooks software issues. Troubleshooting any little glitch that may be causing you grief.

## QuickBooks Setup & Training **\$85/hr**

As Certified QuickBooks ProAdvisors, we provide QuickBooks Training for you or your staff at your office location concentrating on your company specific needs. Or, come to our conference room and get away from the distractions of your office to focus on your QuickBooks training. Group training workshops are available.



## Conference Room

A place where our vision meets yours. When meeting an important client at the local coffee shop just won't do, or you need a venue to present small workshops, classes or seminars.

(\$20.00 non-refundable deposit is required at the time of booking to hold your space. 5 days notice of cancellation is required.)

<b>Per Hour use fee</b>	<b>\$20/hr</b>
<b>Half Day (4hrs) Flat Rate</b>	<b>\$75.00</b>
<b>Full Day (8hrs) Flat Rate</b>	<b>\$130.00</b>

## Projector and Screen

Available for use in the conference room.

When you need to do a presentation or play a movie.

(Payable only for time in use)

<b>Per Hour use fee</b>	<b>\$10/hr</b>
<b>Half Day (4hrs) Flat Rate</b>	<b>\$30.00</b>
<b>Full Day (8hrs) Flat Rate</b>	<b>\$50.00</b>

## Fax and Copy Services

When you need it now. Just in time printing, fax & copy services.

## Black & White printing/copying

<b>Letter Size</b>	<b>\$0.15 per page</b>
<b>Legal Size</b>	<b>\$0.18 per page</b>

## Colour printing/copying

<b>Letter Size</b>	<b>\$0.65 per page</b>
<b>Legal Size</b>	<b>\$0.80 per page</b>

## Fax Services

<b>Local Transmission</b>	<b>\$0.95 per page</b>
<b>Long Distance Transmission</b>	<b>\$1.55 per page</b>
<b>International Transmission</b>	<b>\$6.15 per page</b>

The above prices are for standard copy paper.

Please inquire for a quote on your higher volume print requirements.

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**Solutions to business challenges ~ because you don't have to do it all!**