

## Serviced Offices

**We match our leases to suit your needs and we also offer a range of additional services to further support your business. With Casual, Part-time or Full-time serviced office leases, you are able to customise the fit to reflect your business whilst benefitting from the presentation of the facilities on a fulltime basis.**

### **A comprehensive range of administration services available:**

We can tailor a package to suit your individual business needs with our comprehensive range of support services. Mortlock Clinic staff can offer: Bookings Management, Account Processing, and tailored Administration Support. Or you may wish to undertake any, or all, of these services yourself, and just enjoy our meet and greet service provided free of charge for your clients.

### **Casual, Part-time and Full-time Serviced Office Lease Includes:**

- Furnished confidential office / consulting room (~3m x 5.1m).
- All offices have natural lighting and individual air conditioners.
- Complimentary administration support to meet and greet your customers.
- Comfortable, family friendly waiting area with public male, female and disabled toilets.
- Use of shared staff amenities including fully equipped kitchen and bathroom facilities.
- Access to generic clinic advertising, external building signage and web page.
- Outgoings (electricity, water, rates, cleaning costs) already covered within the rent.
- Internet connection in each room.
- Access to telephone system.
- User pays access to fax and photocopier.

## Casual Serviced Office Lease (*<1 day per week*)

Casual leases ideally suit services visiting Port Lincoln less than one day a week, or those with fluctuating office space needs. Furnished rooms, with optional administration support, are available on a regular basis (such as one day a month) or on an as needed basis. This means that you are only paying rent when you need a room.

### Rent for Casual Serviced Office

- Furnished office (1/2 day: am or pm)                      \$ 85.95 + GST
- Furnished office (Full day)                                      \$ 156.25 + GST

## Part-time or Full-time Serviced Office Lease (*≥1 day per week*)

Serviced Offices can be leased regularly for one day a week to full-time depending on your needs. The more days you would like, the higher the discounts becomes; for example if you were here five days a week the 5<sup>th</sup> day would only cost \$28.10 + GST. As with all of our Serviced Office Leases, you do not have any additional outgoing costs such as electricity or water rates as everything is already taken care of.

### Rent for Part-time or Full-time Serviced Office

- Furnished office      Day 1                      \$140.10 + GST  
                                 Day 2                      \$112.10 + GST  
                                 Day 3                      \$ 84.10 + GST  
                                 Day 4                      \$ 56.10 + GST  
                                 Day 5                      \$ 28.10 + GST

## Additional Support Services:

### **Administration Support:**

Tailored Administration Support can save you time and money. Instead of the expense of flying your staff to Port Lincoln why not let our experienced on-site staff support you and your business while you're here? This avoids the 'minimum hours requirement' of many wage awards, and you will only ever pay for the service and time your individual business requires. Categories are based on time required to provide you with quality assistance on the day you utilise the service and range from: Basic to Comprehensive cover:

- Basic \$43.70 + GST per day
- Moderate \$65.50 + GST per day
- Comprehensive \$87.35 + GST per day

### **Bookings Management:**

Even when you are off site we are able to manage your appointments, leaving you to focus on your core business. We utilise the latest '*Front Desk - Practice Management System*', which can also provide you with easy access to your client lists externally via a smart phone application. This bookings management system also provides the option of sending an automated '*appointment reminder*' text message to your clients on your consulting days which can minimise any loss of income due to missed appointments.

- \$26.25 + GST Cost allocated per Half day of room rental
- \$43.70 + GST Cost allocated per Full day of room rental
- \$ 5.15 + GST Cost if SMS service is utilised per day for ≤15 sms's
- \$ 9.30 + GST Cost if SMS service is utilised per day for >15 sms's

## Account Processing:

Same day Account Processing provided by our administration staff leaves you free to continue with your client load. We can provide a range of payment options to your clients including: Cash, EFTPOS, and access to HICAPS. Fees are based on a tiered structure so you will only ever pay for what you require on the day you consult here in the clinic.

- 1-10 clients \$43.70 + GST per day
- 11-20 clients \$65.50 + GST per day
- > 20 clients \$87.35 + GST per day

## Location

The street address is 52 Mortlock Terrace. Mortlock Terrace is a prime arterial road into the CBD with a high traffic flow and public exposure. Mortlock Terrace is a rapidly expanding area of Port Lincoln hosting numerous small and commercial businesses.

## Enquiries to:

Business Manager

Phone (08) 8682 2291

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