



Shared Office

Shared Office Plan

★ 'Business' plan is for those who avails the space and the services for their business, work, and career purposes, and our virtual office address can be registered address of your business.

- Service Distinction

- VSO (Virtual Shared Office) : Enables you to work from home, abroad, or another location, being equipped with support and a professional office.
- SSO (Serviced Shared Office) : A professional and cost effective shared office, and an ideal and optimal solution for start-up business and entrepreneurs.
- SPO (Serviced Private Office) : A professional and cost effective office that you can actually move in, and an ideal and optimal solution for start-up entrepreneurs and business owners who need private room
- CFR (Conference Room) : Our meeting rooms are optimized for presentation, video conference, and business meetings, and can be leased for move-in.

- Shared Office Usage Regulation

- The office usage hour is strictly from 9am to 5pm.
- Usage of the space after 5pm will be charged, and the space shall be used for other business entity or shall be used as study lounge.
- Any documents or office supplies CANNOT be stored at shared office space, private room, or conference room, and loss or damage will not be responsibility of Omnistellar Inc.
- All the documents or office supplies shall be stored in provided cabinet with lock upon finishing the daily work at 5pm, and the loss or damage to the stored items due to unlocked cabinet shall not be responsible.
- Alteration of the interior for any virtual office space is not allowed even when they are leased under the lease plan.

'BUSINESS' Plan

Plan Distinction	VSO 101	VSO 102	SSO	SPO	CFR
Business Address	✓	✓	✓	✓	✓
Receiving Mail & Parcel (SMS/E-mail Notification)	✓	✓	✓	✓	✓
Reception Service	✓	✓	✓	✓	✓

Call Handling

Local Telephone Number			✓	✓	✓
Call Answering (SMS/E-mail Notification)			✓	✓	✓
Receive Call Notification via SMS or E-mail			✓	✓	✓

Facilities

Conference Room	1 hr / Mo	8 hrs / Mo	2 hrs / day	2 hrs / day	8 hrs / day (Max 10 PAX)
Workspace (Public Work Space / Private Room)	3 hrs / Mo (Max 2 PAX)	30 hrs / Mo (Max 2 PAX)	8 hrs / day (Max 2 PAX)	8 hrs / day (Max 2 PAX)	

Contractual Rate

3 Month	Php 9,000	Php 10,500	Php 36,000	Php 51,000	Php 66,000
6 Month (Save 5%)	Php 17,100	Php 19,950	Php 68,400	Php 96,900	Php 188,100
12 Month (Save 15%)	Php 30,600	Php 35,700	Php 122,400	Php 173,400	Php 224,400

Non-Contractual Rate

Hourly	Php 250	Php 350	Php 900
Daily (9am~5pm)	Php 800	Php 1,200	Php 5,000
Monthly (9am~5pm)	Php 16,000	Php 20,000	Php 25,000

Service Provided for Convenience	VSO 101	VSO 102	SSO	SPO	CFR
In-Office Secretary Service (Free)		✓	✓	✓	✓
Drinking Water (Free)	✓	✓	✓	✓	✓
Brewed Coffee (Free)	✓	✓	✓	✓	✓
Air Conditioner (Free)	✓	✓	✓	✓	✓
Water (Free)	✓	✓	✓	✓	✓
Wi-Fi (Free)	✓	✓	✓	✓	✓
Beverage & Snacks (payable)	✓	✓	✓	✓	✓
Printer (5 peso/page)	✓	✓	✓	✓	✓

Virtual Office Space Distinction

Conference Room (Max 10 people)		2
Private Room (Max 2 people)		2
Shared Office Space (Max 25 people)	55 sqm	

- * Public work space can accommodate 20~25 people. When the public work space is used for special lecture or seminar, the hourly rate is **Php 5,000**.
- * The client with the purpose of **establishing a corporation** can only avail **12-month plan** for the first year.
- * Price shown are VAT exclusive.

Term Distinction

- VSO : Virtual Shared Office
- SSO : Serviced Shared Office
- SPO : Serviced Private Office
- CFR : Conference Room