

more free services



Get Noticed

a branding discovery session with Synergy Graphics to help communicate your vision

Website and SEO

free review, advice and Q&A with Anthony for your biggest marketing asset!



Xero 1 to 1

JK Bookkeeping will help you advance your understanding of Xero accounting software

Facebook Strategy

White Lotus will review your Facebook page and offer their advice for growth



Email Strategy

White Lotus will help you plan and understand how to connect with your audience

222 Chester Pass Road, Albany WA 6330

9841 8477 | admin@businessgs.com.au

albanybusinesscentre.com.au

See our website for regular free workshops



Albany Business Centre Virtual Membership Application Form

CONTACT DETAILS

Contact Name: _____

Phone Number: _____

Business Name: _____

Email: _____

Mailing Address: _____

Forwarding Address: _____

City: _____ Post Code: _____

ABN: _____

Duration: Quarterly | \$140 Annual | \$500

PAYMENT DETAILS

Payment method: Direct Deposit Credit/Debit Card Invoice Required

Direct Deposit Payments:

Albany Enterprise Group, Inc. BSB: 633-000 ACC NO: 13409311

Please use "Business Name & Transaction Date" as the reference when paying via direct deposit.

Receipt No: _____

Reference: _____

Credit Card Payments | Please complete the following:

Name on card: _____

Credit Card No: _____

CCV: _____ Expiry: _____

Signature: _____

By signing this, I authorize my credit card to be charged the above amount.

Please attach to Public Liability Insurance Policy

return this form by email to admin@albanybusinesscentre.com.au
OR in person at:
Albany Business Centre, 222 Chester Pass Road, Albany, WA, 6330

ALBANY
BUSINESS CENTRE

Virtual Office
Membership

2024-25



With a Virtual Office Membership, you will be able to enjoy the benefits of accessing your shared space here at the Albany Business Centre, a commercial space to use for your work, appointments and collaboration, mail sorting and use of our address for your digital needs.

Centre Facilities

Membership gives you access to the Centre's services and facilities including:

- On-site use of fast, free Wi-Fi.
- Discounted printing services.
- Kitchen facilities including tea, coffee and filtered water.
- Shared spaces and breakout area with air conditioning throughout.
- Business advisors on your doorstep that can help you and your business grow.
- Free parking.
- Discount on services offered by the Centre's tenants.*

*Participating tenants only

QUARTERLY MEMBERSHIP

- Use of our business address for business registration, Google Places and other sites that may require a physical address.
- Mail collection and/or scanning.
- Redirection to your mailing address on file - fortnightly.*
- Your business listed on our website which will increase your SEO.
- 1 Half Day (4 hrs) use of the Hot Office OR 2 hrs use of the Pod with 24/7 access, free of charge.**
- 10% discount on further bookings of our spaces.
- Early notification of events and workshops held by the Centre.

ANNUAL MEMBERSHIP

- 2 Full Days (8 hrs) OR 4 Half Days (4 hrs) use of the Hot Office OR 1 Full Day and 2 Half Days use of The Pod with 24/7 access, free of charge.
- 10% discount on further bookings of our spaces.
- Mail collection and/or scanning.
- Redirection to your mailing address on file - fortnightly.*
- Use of our business address for business registration, Google Places and any other sites that may require a physical address.
- Your business listed on our website which will increase your SEO.
- Early notification of events and workshops held by the Centre.

*Fees may apply to redirection of mail and parcels if greater than one standard A4 envelope

**Must be used during the quarter

book spaces online 

Hot Office

QUIET AND PRIVATE | get away from your usual space and get things done

ALL YOU NEED | walk in and get to work with the desk, three chairs, air-con, telephone and speedy wifi ready to go.

24/7 ACCESS | start your small business outside of your day job's hours



The Pod

TECH | share your presentation on the TV display with connected PC, email, Microsoft Office, ethernet internet and video/audio conferencing equipment

24/7 ACCESS | join online conferences in any time zone, take an interview or record a podcast in your spare time!

