

SERVICES

KIT

WWW.OFFICESPACEVANCOUVER.COM

MPS



TABLE OF CONTENTS

01

Who
We Are

02

Workspace
Shift

03

Who
You are

04

What We
Do Differently

05

What We
Stand For

06

Why
Choose Us

07

We Are
Trusted By

08

We Are
Strategically
Located

09

Our
Services

10

Office
Space

11

Virtual
Office

12

Virtual
Assistant

13

Association
Management

14

Bookkeeping

15

Meeting
Rooms

16

Counselling
Office

17

What's
Next

The #1 solution on how (and where) you work.

As Vancouver's busy business hub continues to grow, finding affordable and available office space and support services can be a challenge for business owners. That's where MPS (formerly *My Private Secretary*) comes in. Since 1981, we've been providing executive and virtual office spaces, as well as comprehensive administrative support, to a diverse range of clients.

Our clients benefit from a full range of on-site and virtual business services, enabling them to work more efficiently without the hassle of managing their own staff or office space. With the flexibility to work wherever and however they choose; our clients have the freedom to focus on what matters most - growing their business.

- 1981** — Founded
- 1984** — Relocated to 1070 West Broadway
- 1994** — Relocated to 999 West Broadway (partial floor)
- 2009** — Became a full-floor office at 999 West Broadway
- 2021** — Celebrated our 40th year anniversary

Flexible workspace. Tailored to your needs.



IN OFFICE



REMOTE



HYBRID

As the shift to flexible workspaces continues to gain momentum, we remain committed to providing innovative solutions to meet the demands of today's modern workforce.

Our services are designed to help you work efficiently and effectively, wherever and however you choose. Whether you need a physical office space or prefer the convenience of a virtual office, we've got you covered.

Different solutions for different businesses.

From start-ups to established corporations, we have worked with companies of all sizes, across various business platforms and industries, and at various stages of development.



Solopreneurs
& Freelancers



Start-ups
looking to scale



Non-Profits
& Associations



Online
Businesses



Organizations with
remote workers



Businesses
on the go



Businesses looking to
downsize/outsource

You and your business are unique, so are our services.

We understand that there is no one-size-fits-all solution when it comes to business support services, which is why we take a personalized approach to everything we do. Our ability to adapt and customize our services to suit the needs of your business is what sets us apart.



WE SAVE YOU TIME

We can take care of tedious tasks so you can focus on your business more.



WE SAVE YOU MONEY

You only pay for what you use. No hidden fees, and no extra operational, labour, and overhead costs.



WE HAVE THE SKILLS & THE EXPERIENCE

Get access to a team of trained professionals with a multitude of skills and decades of combined experience.



WE ARE FLEXIBLE

Change your services based on your ever-changing business needs. Flexible terms. No long-term commitments.



WE ARE *THE* ONE-STOP-SHOP

Find everything you need to support your business at MPS and get access to a community of business professionals.

Our numbers don't lie.

Our commitment to offering a second-to-none client experience means that we go above and beyond to ensure that our clients are satisfied with our services. We work closely with each client to understand their unique needs and develop customized solutions that deliver real results. Our numbers don't lie, and we have a proven track record of success in helping businesses expand and grow.

With our help, your business can thrive in today's fast-paced and competitive marketplace.

42

years in business

30

industries served

11

full-time support staff

5

star rating on Google



We are an extension of your business.

Our job is to help you and provide support for you to scale your business and influence.

To do this, we believe in being welcoming, accountable, helpful, fair, friendly, flexible, ethical, and hardworking.



WE ARE TRUSTED BY

MPS

**We are the force
trusted by these
businesses to
help them grow.**

But don't just take our word for it –
find out for yourself how we can
make a difference for your business.

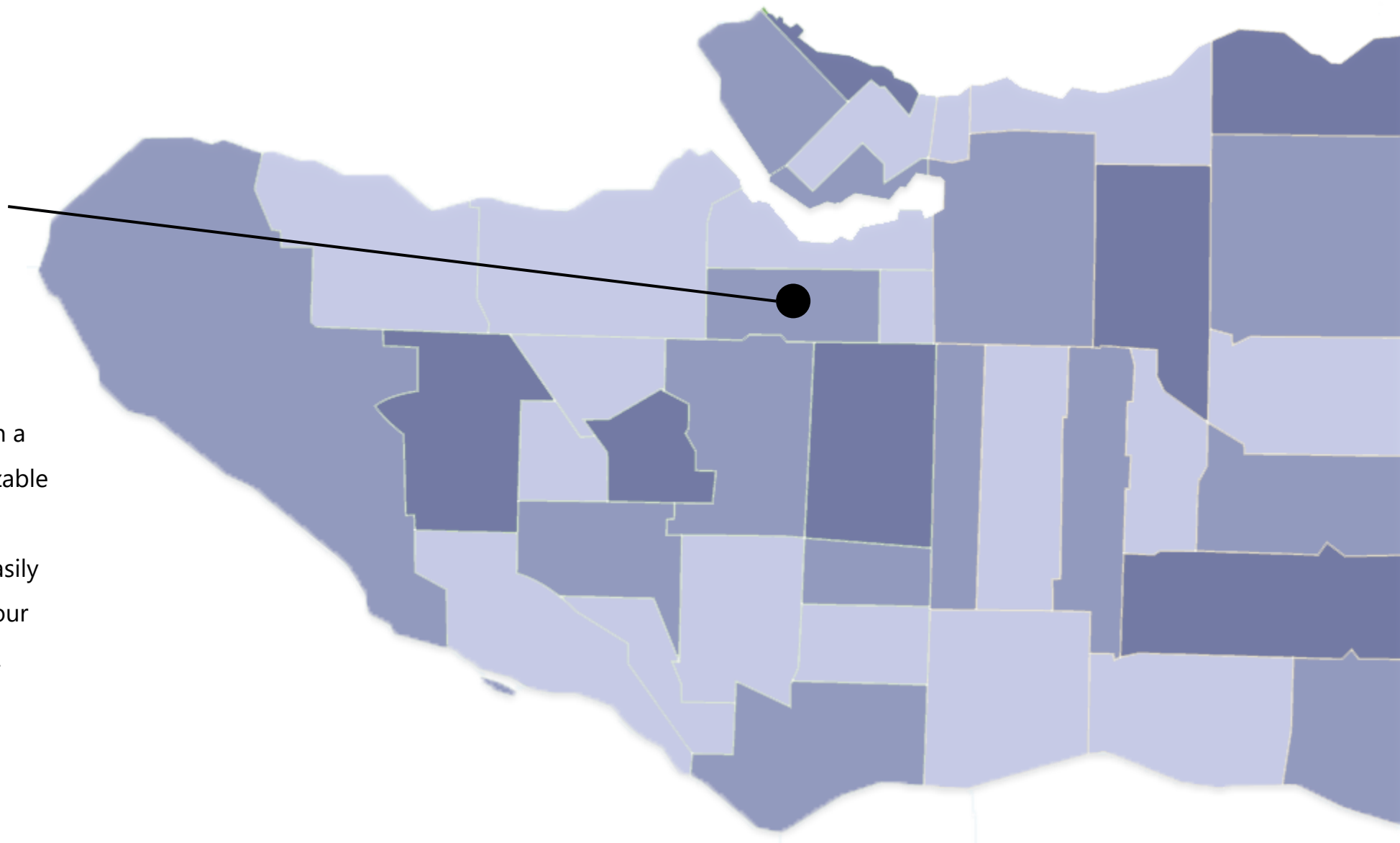


WE ARE STRATEGICALLY LOCATED

MPS

7th Floor
999 West Broadway
Vancouver, BC
V5Z 1K5

Headquarter your company in a well-established and recognizable Vancouver business district. This well-known location is easily accessed and puts you and your business in the center of it all.



Supporting you and your business.

We are here to help you with your business, no matter where you are in the world. Our services can help you make sense of the ever-changing and hybrid work world. We're here to be an extension of your business or organization, offering a second-to-none client experience for you and your customers.



OFFICE
SPACE



VIRTUAL
OFFICE



VIRTUAL
ASSISTANT



ASSOCIATION
MANAGEMENT



BOOKKEEPING



MEETING
ROOM

PRIVATE OFFICES

PRIVATE OFFICES

Fully equipped private offices, complete with all necessary amenities and professional management support

**Turnkey solutions
with full amenities
to fit your private
office needs.**

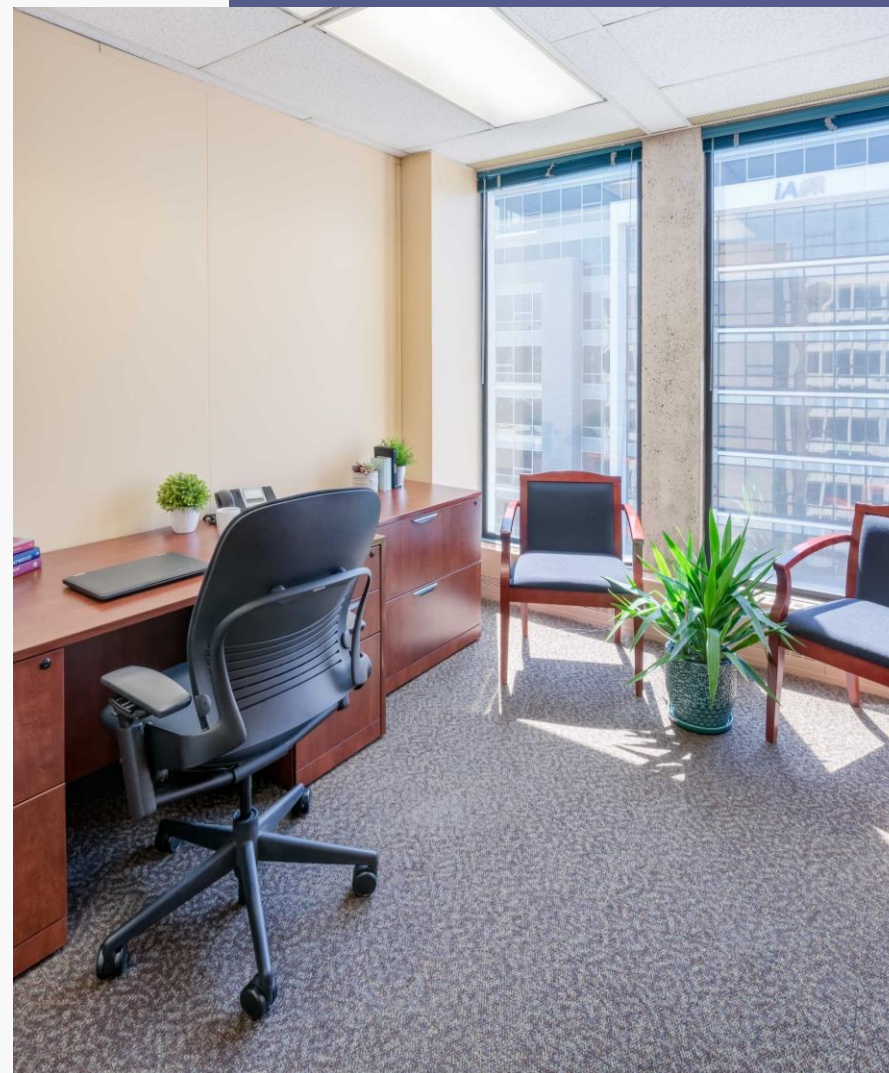
KEY FEATURES

- ✓ 24-hour private office
- ✓ Prime location
- ✓ Professional reception
- ✓ Phone & mail handling

Starting from

\$975

/month



VIRTUAL OFFICE

VIRTUAL OFFICE

Get access to the support you need for a fully functional headquarters without the physical office and the associated overhead cost.

A polished and professional business presence while you work from anywhere in the world.

KEY FEATURES

- ✓ Business address
- ✓ Business phone number
- ✓ Phone handling
- ✓ Mail & courier handling

Starting from

\$59

/month



VIRTUAL ASSISTANT

VIRTUAL ASSISTANT

Start working ON your business rather than IN your business by delegating your tedious tasks to our team of qualified virtual assistants.

An asset to any business that helps eliminate inefficiencies and headaches, giving you back some of your valuable time.

KEY FEATURES

- ✓ Administrative support
- ✓ Email management
- ✓ Calendar management
- ✓ Sales & marketing support

Starting from

\$455

/month



ASSOCIATION MANAGEMENT

Specialized support for your organization's day-to-day administration and special event planning needs.

Running an organization and conferences doesn't have to be stressful; as long as you have the right virtual support.

KEY FEATURES

- ✓ Membership management
- ✓ CRM maintenance
- ✓ Conference/event planning
- ✓ PD & certification management

Starting from

\$275

/month



BOOKKEEPING

Keep your books in check with the help of our experienced bookkeepers who can ensure your books are up-to-date and free of reporting errors.

With our professional team of bookkeepers, you're on your way to a less overwhelming tax season.

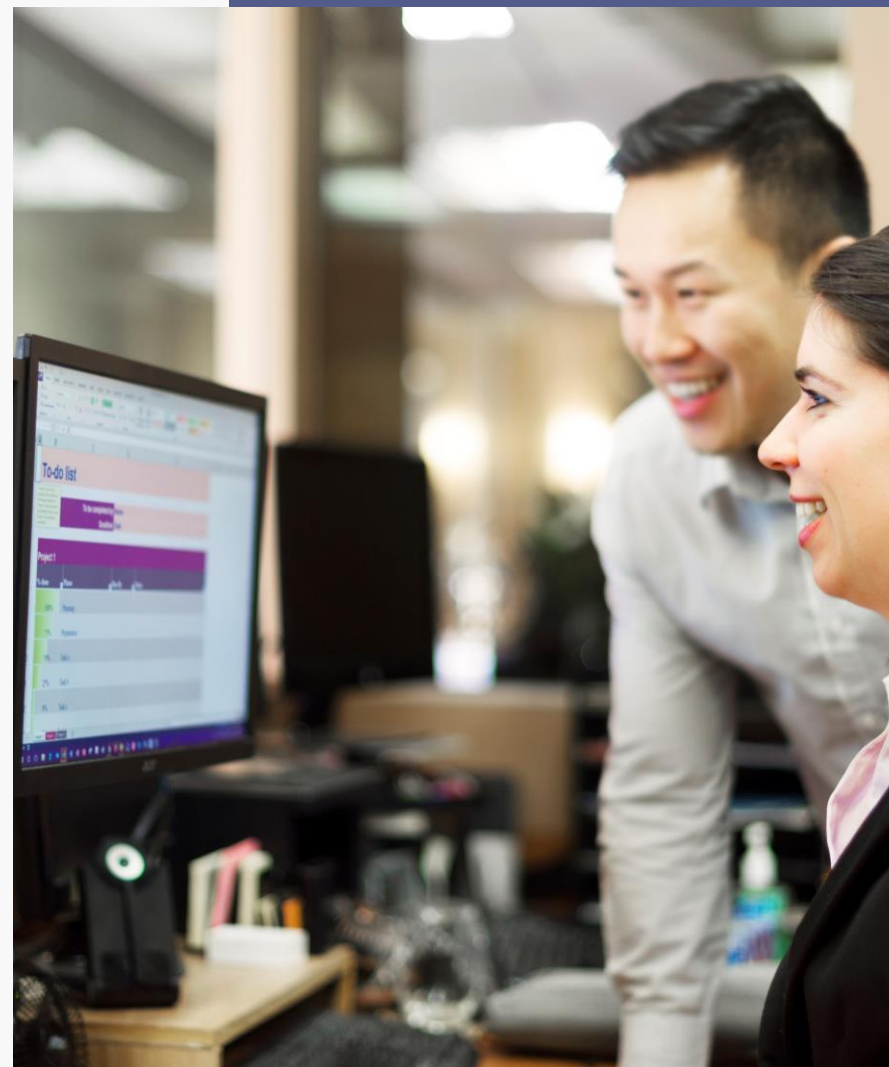
KEY FEATURES

- ✓ A/R and A/P
- ✓ Journal entries
- ✓ Accounts reconciliation
- ✓ Monthly statements

Starting from

\$379

/month



MEETING ROOMS

MEETING ROOMS

Book our fully-furnished meeting rooms by the hour or day and let our team assist with greeting guests and tech set-up for a great experience.

Impress your clients with a professional meeting room you can easily book online at anytime.

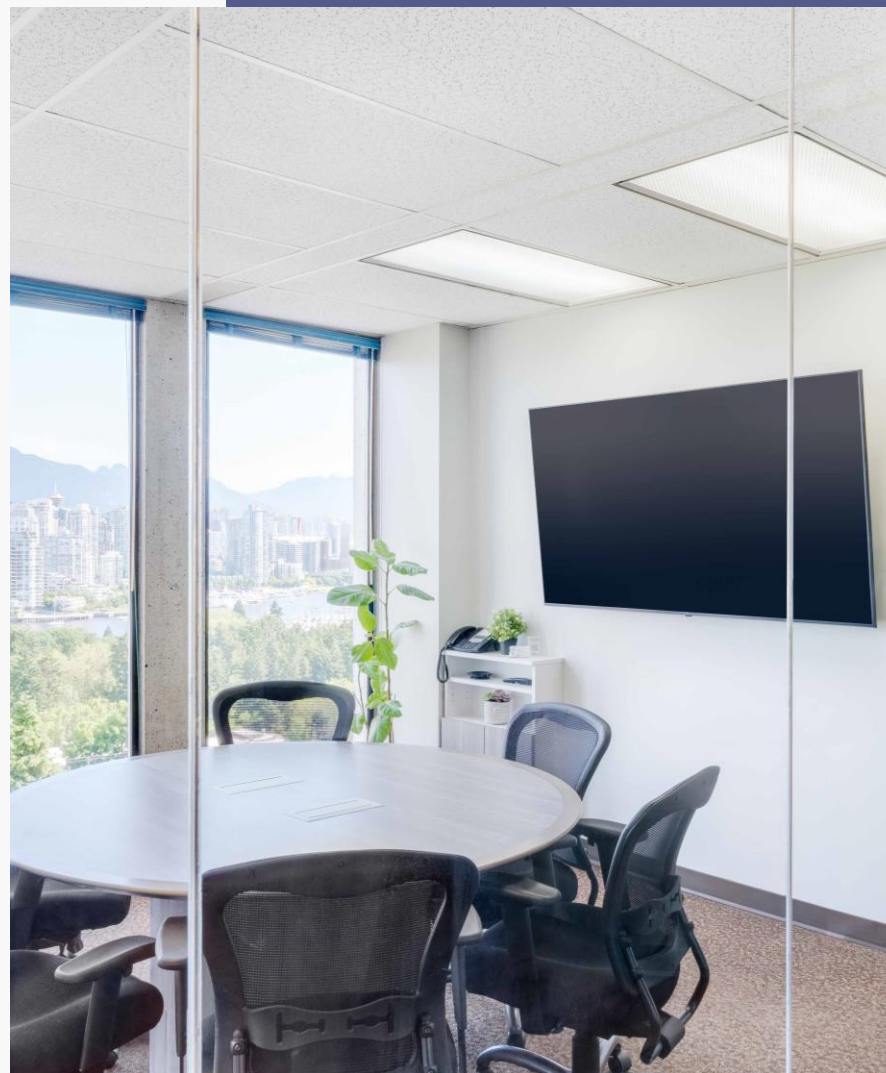
KEY FEATURES

- ✓ Receptionist on site
- ✓ Free coffee & tea
- ✓ Catering available
- ✓ Screens & whiteboard
- ✓ Paid parking on site

Starting from

\$35

/hour



COUNSELLING OFFICE

COUNSELLING OFFICE

Come into our tastefully furnished counselling office for the day! Bring just your laptop and we'll take care of the rest!

If you're a counsellor or solopreneur seeking a comfortable but professional space to see your clients.

KEY FEATURES

- ✓ 115 sqft space
- ✓ Easy, flexible booking
- ✓ Hosted reception
- ✓ Kitchen access
- ✓ Paid parking on site

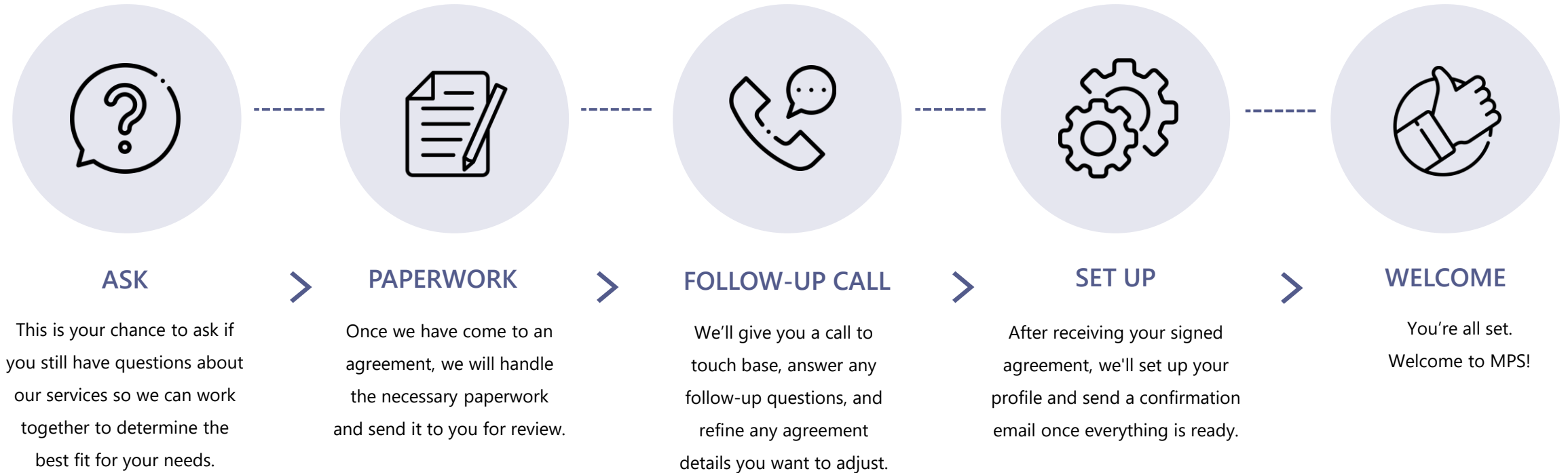
Starting from

\$90

/half-day



I am interested. What now?



LET'S GET IN TOUCH

**Start investing
in *you* and
your business.
Let's chat.**



www.officespacevancouver.com



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T: 604-732-3877

