

AHANSA MEDIATION SERVICES



Services & Pricing Guide



www.ahansamediationservices.com



Hello there!

At AHANSA Mediation Services, we have tailored our space to cater to your needs, ensuring that you have all the resources necessary to excel in your endeavors.

From workstations to thoughtfully designed collaborative areas, every corner of AHANSA is intended to inspire your best work. Our dedicated staff is always at your service, ready to assist with any needs you may have, so you can focus on what matters most – your business.

Once again, welcome to AHANSA. Your presence enriches our community, and I have no doubt that your contributions will have a lasting impact. If there's anything you need or any way we can improve your experience, please do not hesitate to reach out to me directly or to our dedicated support team.

Here's to a successful journey together, marked by shared achievements and mutual growth. I look forward to witnessing your legal practice flourish within our walls.

CEO and Founder, AHANSA Mediation Services

Why Work with AHANSA

Our virtual office services provide you with a professional business address, an option to have someone pick-up your calls, mail handling, and a variety of administrative and legal support services, allowing you to run your business remotely and professionally. Our meeting rooms are designed to provide a neutral and comfortable environment for your dispute resolution services and other meetings, equipped with audio and video conferencing technology to facilitate virtual meetings as well.

Whether you are seeking a space to just drop-by to take care of an aspect of your work in-person or virtually, we have you covered for reasonable rates.



How Our Services Work



01

BOOK A DISCOVERY CALL

Book an optional discovery call through our smart phone app or our website to get all the details of the specific service you and what your needs are.

02

SIGN THE CONTRACT

Once your needs are established, our Front Office Coordinator will send you a contract to sign electronically between you and our company.

03

PAY FOR YOUR SERVICES

Our payments are paid up front as a retainer therefore guaranteeing you quality and service.

04

RECEIVE YOUR ACCESS

Start working in our beautiful space or have us commence facilitating your services

COMMUNICATION

CONTACT DETAILS

+1-877-751-6166

info@ahansamediationservices.com

45 Sheppard Ave E, Unit 411, Toronto

OFFICE HOURS

M - F 9:00am - 5:00pm EST

WEBSITE

www.ahansamediationservices.com

SOCIAL MEDIA



Virtual Office Services



JuryBox Lite
Package

Can include Serviced Reception,
Professional Business Address,
Wi-Fi Internet during In Person
Visits, Answer Connect Services,
Mail Handling and Legal Services,
Access to our Informal Lounge,
Meeting Room Bookings and more

\$79 per
month
per user
+ HST

JusticeCo
Deluxe
Package

Other Discounts/Add Ons
Available at Booking

\$99 per
month
per user
+ HST

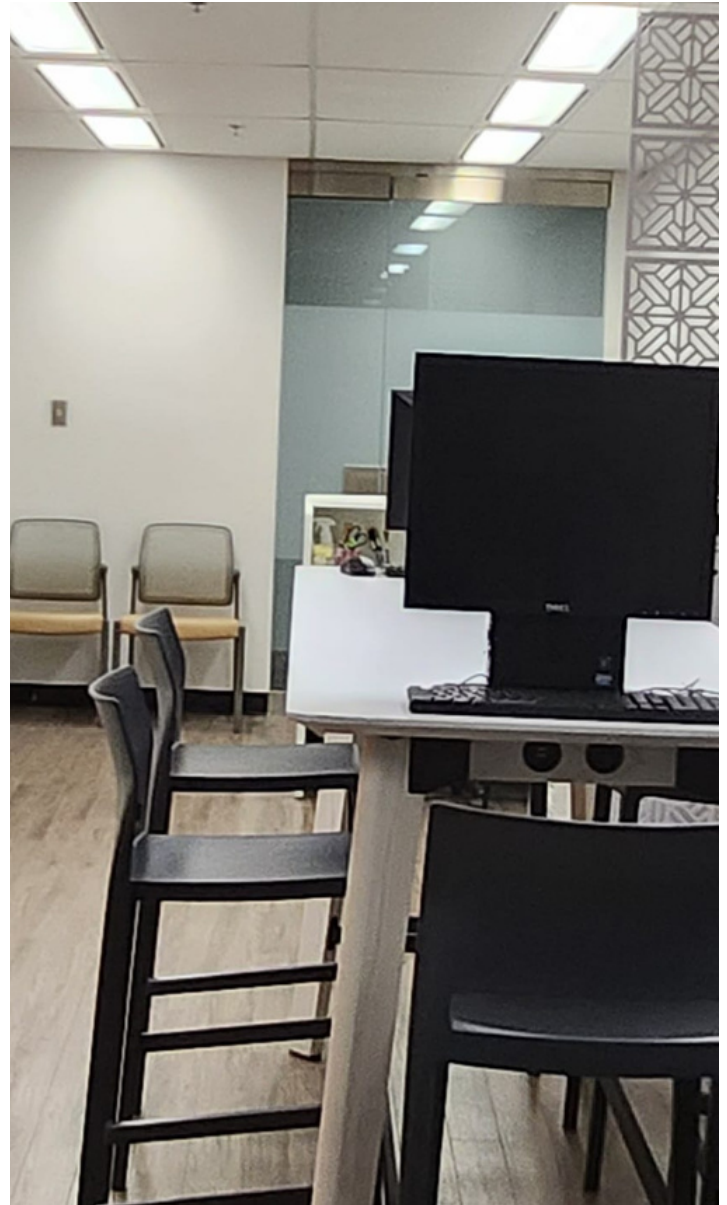
VeriJuris Elite
Package

Cancellation Policy Maintained

\$129 per
month per
user + HST

Virtual Office Additional Services

- ✓ Live Receptionist starting from \$199/month
- ✓ Additional Mail Recipients on Digital Mail Account \$10 per month
- ✓ Fax/Print/Scan and Go \$49 per month
- ✓ Parking \$20 per day or \$200 per month
- ✓ Network Referral Packages for Mediators: 15% of full mediation if referred by AMS exclusive of meeting room costs
- ✓ Accept client mail \$10 per month



Meeting Room Packages



Meeting rooms can be booked in conjunction with one another

"Notary Nook"
Meeting Room 1
Up to 4 People

"Counsellor's Suite"
Meeting Room 2
Up to 4 People

"Precedent Chamber" Meeting Room 3
Up to 6 People
Arbitration or Training Room

\$45* per hour

\$90* (5-6 people) to per hour

Half Day (Up to 4 hours)

\$175*

\$350*

Full Day (Up to 8 hours)

\$350*

\$699*

*Applicable taxes and other fees will be added to to this amount

Coworking Spaces (Hot Desks)

There will be six (6) terminals, two of them with desktops that can also be used to access Internet off personal laptops for the same costs. Four seats are available in the lounge area. All accessible for a day pass of \$ 25 per day*



‘LitiDesk’ – Shared Desk 1

‘CourtDesk’ – Shared Desk 2

‘JurorDesk’ – Shared Desk 3

‘TrialDesk’ – Shared Desk 4

‘CounselDesk’ – Shared Desk 5

‘ClaimDesk’ – Shared Desk 6

**COMPUTER TERMINALS, OUR SHARED DESKS AND LOUNGE AREA CAN BE UTILIZED BY WALK-IN (IF AVAILABLE) AND WITH BOOKING ON OUR SMART PHONE APP/WEBSITE. A DAY PASS IS AVAILABLE*
INQUIRE IN FOR HOURLY RATES**

*Our day pass is available at reasonable rate however, cannot be transferred to another day or date in the future.

Legal Services

Our variety of Legal Administrative Support and Legal Services are available both on a walk-in basis, in-person, by appointment and virtually. A complimentary consult may be required previous to commencing any of these services*.



Transcription & Minute Taking

\$65 per hour plus HST

Interpretation (Verbal)

Based on availability and nature of meeting

\$40 per hour

Creation/Editing of Documents/Document Review

These may include minutes of settlement, agreements, contracts, by-laws, etc.

\$85 per hour plus HST

Deposit of Cheques

\$75 plus mileage and other incidental fees

Private Investigation Services

Based on Service

Notary Public Service

(In Person, Online, Mobile)

\$50 per document

\$139-\$200 for Travel Fee for Mobile Notary

Commissioner of Oaths Service

\$45.00 per document

Translation (document)

starting from \$80 per document

Process Serving

starting from \$95 per document plus mileage and other incidental fees

Portal Filing of Documents

\$100 per hour plus HST

*Some services may require to have a complimentary consult depending on the nature of the request. Recurring requests may require to have instructions on file. Rush Services are available for most services at an additional cost. Inquire in for a quote. Legal Advice can be arranged for you with our network of Lawyers. Inquire in for more information.

Dispute Resolution Services



Mediations

Mediators fees can range **from \$ 150* plus HST per hour**. Packages for half and full day can be arranged and can take place in-person at the Mediation Center** or viturally. Overtime, if any, are at an additional cost.

Referral Services

****Note: 15% of full Mediations if referred by AHANSA Mediation Services exclusive of and facilitation or meeting room costs.****

*In-person Dispute Resolution Services can take place at the AHANSA Mediation Services Center or a location of the parties choice. **Fees vary per hour depending on the nature of the dispute and the various aspects involved. Parties can select an Arbitrator or Mediator of their choice or have one recommended to them based on the nature of the dispute or availability of the Arbitrator or Mediator. Interpretation Services can be made available for the meetings upon availability and request

Virtual Legal Services for Legal Practitioners



10 Hour
Monthly
Package

\$450 +
HST

20 Hour
Monthly
Package

\$880 +
HST

30 Hour
Monthly
Package

\$1290 +
HST

Can include document creation, document review, email management, transcription, calendar management, proofreading, formatting and finalizing documents, research, file management, social media and payroll/billing. Request for further services can be inquired upon.

VIP VA DAY



WHAT YOU'LL GET:

- ✓ 7 hours of dedicated 1-on-1 expert administrative support from the CEO and Founder of MAK Virtual Solutions
- ✓ 30 minute consultation and 1 hour of pre-day prep
- ✓ Direct access to Mel all day on WhatsApp
- ✓ 7 days of email support post VIP VA Day

YOUR INVESTMENT

\$950 + HST

Testimonials



Lorne Lwoya

"Working with AHANSA Mediation Center was an absolute pleasure. Their expert Mediator facilitated a smooth process, fostering open dialogue and understanding. Their professionalism, empathy, and commitment to providing conciliation and collaboration are truly commendable. I highly recommend AHANSA Mediation Services for their top-notch expertise and support."

Jennifer Hare, CPA



"Working with AHANSA Mediation Services has been a breath of fresh air. The team is very knowledgeable and responsive. I have really enjoyed the professionalism and the future vision of this group. I know they will continue to accomplish amazing things while holding a very high level of professionalism."



Melanie Reska

"Ashifa is truly exceptional. I have a deep appreciation for her knowledge and expertise. She is dedicated to excellence and her unwavering commitment to her vision were qualities that mirrored my own values as well. I absolutely love working with her on projects and her ability to navigate challenges with poise and grace has set a standard to which I aspire. It's a rare treasure to find a business owner who creates that trust and dedication and I am very excited for what lies ahead."

Afsana Gibson-Chowdhury



"Ashifa is a thoughtful, thorough and an excellent mediator who is always ensuring optimal client service. She is a competent in dealing with the mediation, using her skills and knowledge to the best of her ability and was able to positively influence the outcome."

FAQ's

What is a virtual office, and how does it work?

A virtual office is a flexible business service that offers companies a professional address, phone number, and various administrative amenities without the need for a physical office space. It allows businesses to establish a presence in a prestigious location, manage mail and phone services, access meeting rooms when needed, and even delegate tasks to virtual assistants. This cost-effective solution enhances a business's professional image while offering flexibility and scalability in managing operations, making it ideal for startups, remote teams, and entrepreneurs seeking a virtual presence.

Why is it called Dispute Resolution Services? How does a Mediation Services Center relate to a Virtual Office?

A Mediation Center typically offers dispute resolution services, and while the term doesn't directly relate to a Virtual Office, Mediation Centers can benefit from virtual office services to enhance their operations. Virtual offices provide professional addresses, phone services, and administrative support, which can help Mediation Centers establish credibility, manage communications with clients and parties involved in disputes, and facilitate the scheduling of mediation sessions. Utilizing virtual office services can contribute to the efficiency and professionalism of a Mediation Center's operations.

Do I have to be a Lawyer to sign up to use the Virtual Offices?

No! Anyone can use the Virtual Offices: lawyers, legal professionals, business owners, startups, virtual organizations, we are open for everyone's needs.

Can I use the professional business address as my official address?

Absolutely! Clients can legally use the virtual office address on their business documents and website. The Center also receives, re forwards and scans mail/packages for their clients.

FAQ's (cont'd)

Do you offer call answering services? How does this work?

The Center offers phone answering services using a third-party supplier, including the provision of a business phone number*, call forwarding, message taking, customized greetings, and virtual assistance. The Mediation Center services does not require you to be a Virtual Member to use these services.

What is virtual assistance, and how does it complement the virtual office services?

Virtual assistance, offered by skilled professionals working remotely, complements virtual office services by efficiently managing administrative tasks such as email correspondence, document creation, scheduling, research and more. This synergy enhances the professional image of businesses using virtual offices, provides flexibility to scale support as needed, and allows clients to focus on core activities, all while delivering cost-effective solutions that save time and resources.

Clients can request virtual assistance for tasks such as calendar management, data entry, travel arrangements, and more. A free consultation is provided for this service.

Clients can adjust the level of virtual assistance they receive based on their unique requirements.

How can I contact your customer support team?

Reach out to us through email (info@ahansamediationservices.com), phone us (1-877-751-6166) or check out our website for more information (www.ahansamediationservices.com). Or come visit us at Unit 411, 45 Sheppard Ave E., North York, M2N 5W9.

What are the cancellation policies?

Monthly memberships are available with a discount if you pay for the whole year. If you would like to cancel before the month is over, a premium cancellation price will apply. Cancellation policies apply on other services. Please inquire in.

Let's Get Started!

Whether you are seeking a professional business address together with the benefits of other virtual office services, meeting space that doesn't require a monthly commitment, an area to work for for an hour or a full-day, useful legal services you can't manage on your own, virtual administrative support or print management services, our self-catered Center has all this in place to support your business. Remember, you do not have to be a member of our Center to utilize these services.

Contact us today to learn more about how we can assist you.

[SCHEDULE A CALL](#)

Looking forward to assisting you at
AHANSA Mediation Services.

Ashifa

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www.ahansamediationservices.com

