

SERVICES

KIT

WWW.OFFICESPACEVANCOUVER.COM

MPS



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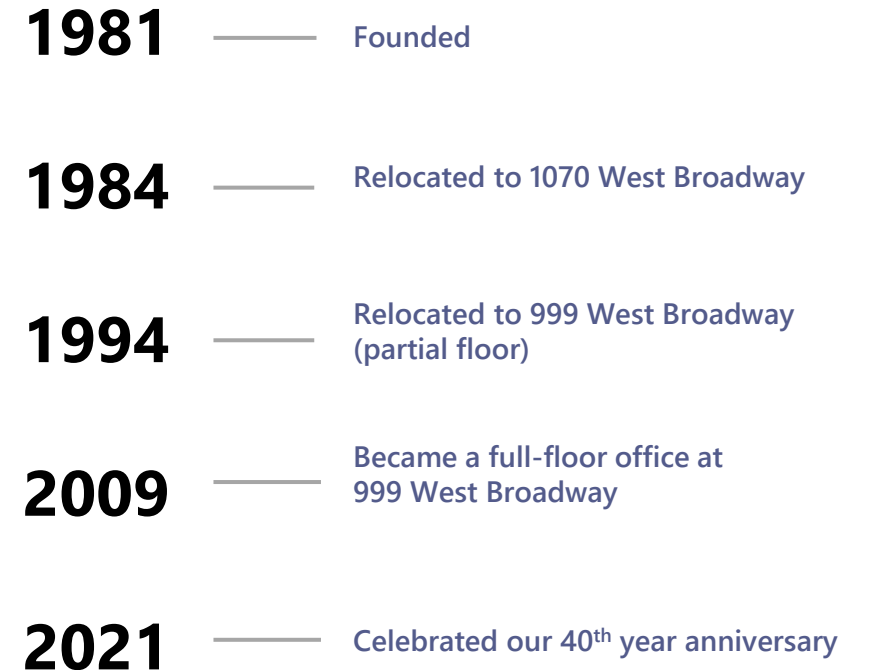
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What's
Next

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 virtual assistants and association management services, 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 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.



We are an extension of your business.

Our job is to help your organization and provide support wherever and whenever you need it.

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



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.

43

years in business

30

industries served

11

full-time support staff

5

star rating on Google

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 have engaged MPS for a variety of services over the years and
are continually impressed with their team's customer focus, high
standard of quality, excellent communication, and efficiency.
Highly recommended.*



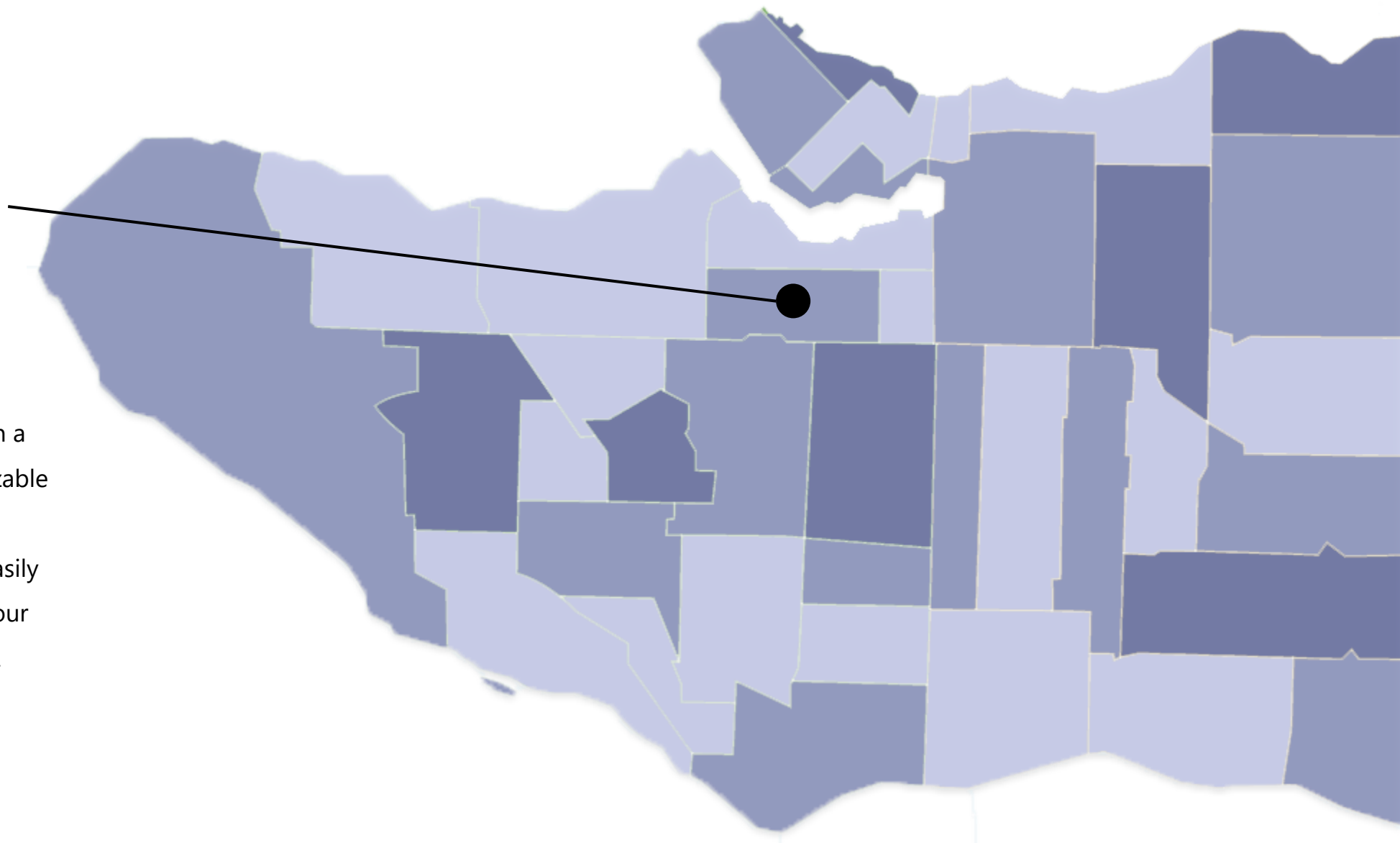
Timo Scheiber
President, WFCA

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 work trend. We're here to be an extension of your business or organization, offering a second-to-none client experience for you and your customers.



PRIVATE
OFFICE



VIRTUAL
OFFICE



VIRTUAL
ASSISTANT



ASSOCIATION
MANAGEMENT



BOOKKEEPING



MEETING
ROOM



COUNSELLING
OFFICE

PRIVATE OFFICE

PRIVATE OFFICE

Get to work as soon as you move in with our furnished private offices equipped with on-site amenities and professional management support

KEY FEATURES

- ✓ 24-hour private office
- ✓ Flexible term
- ✓ Professional reception
- ✓ Phone & mail handling

**Centrally located,
affordable,
all-inclusive
private office**

Starting from

\$1050

/month



VIRTUAL OFFICE

VIRTUAL OFFICE

Get access to the support you need for a fully functional headquarters alongside the flexibility to access workspace and office amenities as needed

KEY FEATURES

- ✓ Business address
- ✓ Mailbox
- ✓ Phone answering
- ✓ Online support services

A physical office presence while you work anywhere in the world

Starting from

\$59

/month

Sign Up Online



VIRTUAL ASSISTANT

VIRTUAL ASSISTANT

Get started on working ON your business instead of IN it by delegating tedious tasks to our team of skilled virtual assistants

Dependable team of virtual assistants for efficient, high-quality support

KEY FEATURES

- ✓ Administrative support
- ✓ Email management
- ✓ Calendar & scheduling management
- ✓ Social media & marketing support

Starting from

\$455

/month

Sign Up Online



ASSOCIATION, CONFERENCE, TRADESHOW & EVENT MANAGEMENT

ASSOCIATION, CONFERENCE, TRADESHOW & EVENT MANAGEMENT

Get fully customized management services for your organization's daily operations, freeing you to prioritize serving your organization's needs

**Year-round
management
support for your
organization**

KEY FEATURES

- ✓ Association management
- ✓ Conference management
- ✓ Tradeshow & event management
- ✓ Special projects assistance

Starting from

\$275

/month



BOOKKEEPING

Gain control over your finances and reclaim your time with the assistance of our experienced bookkeepers

Full-service bookkeeping service for small businesses

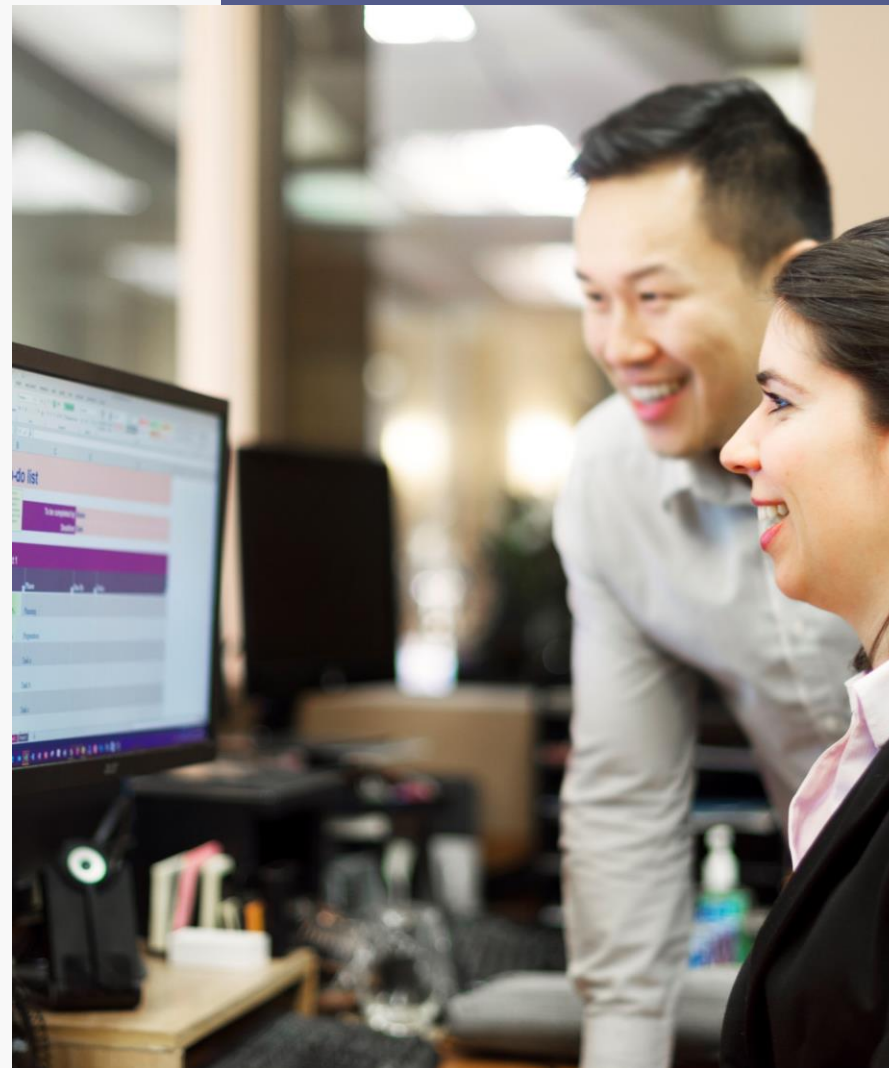
KEY FEATURES

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

Starting from

\$379

/month



MEETING ROOMS

MEETING ROOMS

Get your meetings off to a productive start in our modern meeting rooms, equipped with all the amenities designed to facilitate seamless collaboration and productivity.

KEY FEATURES

- ✓ Easy, flexible online booking
- ✓ Receptionist on-site
- ✓ Paid parking on-site
- ✓ Catering available

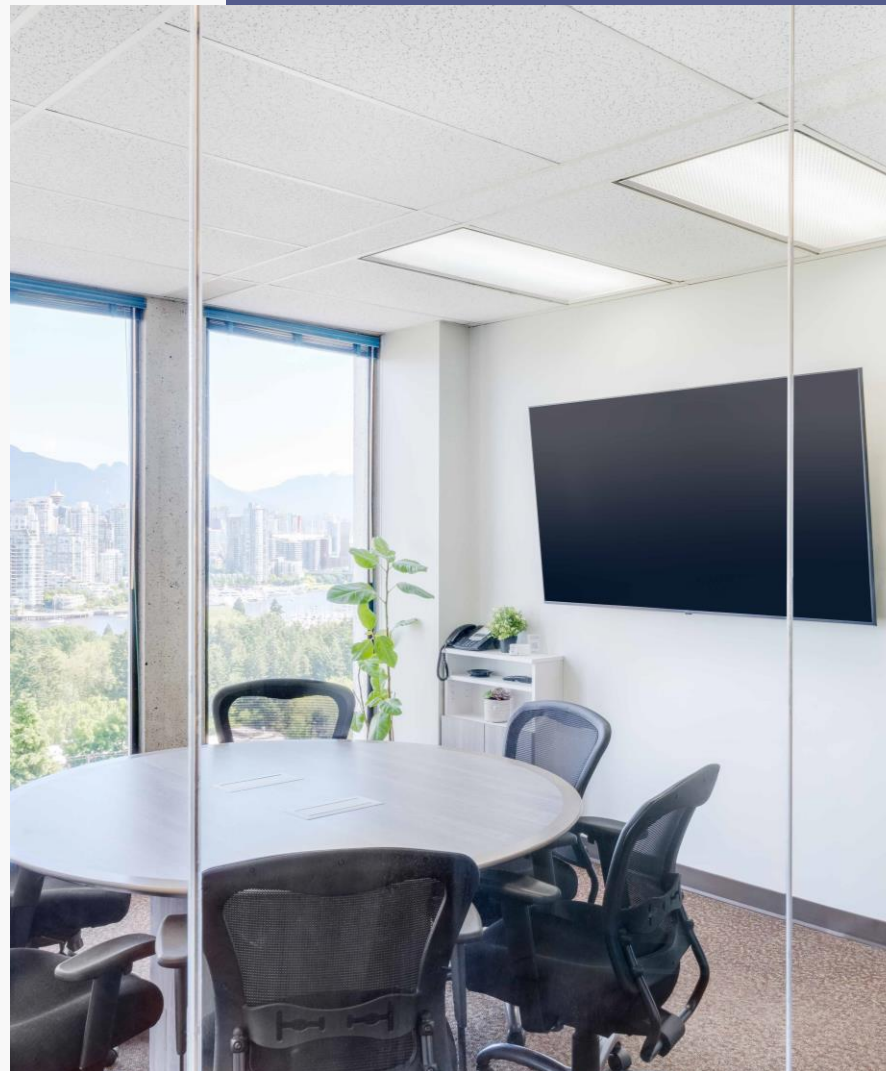
**Professionally
equipped meeting
rooms available by
the hour**

Starting from

\$35

/hour

Book Online



COUNSELLING OFFICE

COUNSELLING OFFICE

Get the perfect environment for counseling sessions in our stylishly furnished room, offering access to amenities and no-commitment rental options

KEY FEATURES

- ✓ 115 sqft space for up to 5 people
- ✓ Easy, flexible booking
- ✓ Hosted reception
- ✓ Kitchen access
- ✓ Paid parking on site

**Rent a private
and affordable
counseling room
by the day**

Starting from

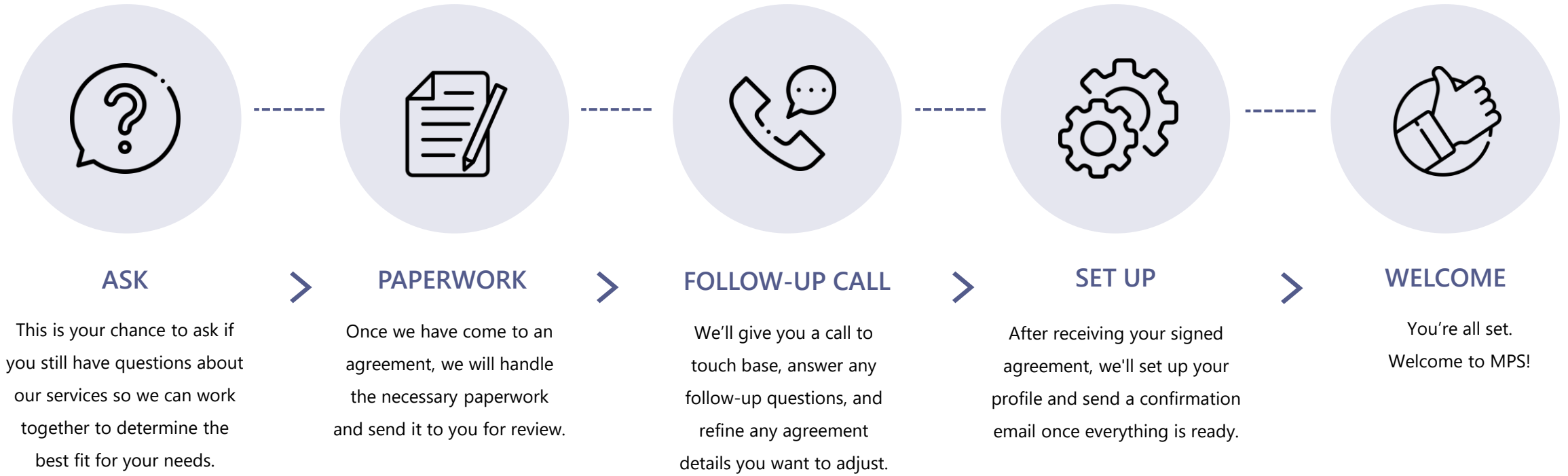
\$90

/half-day

Book Online



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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