

PRIVATE OFFICES



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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 | EXECUTIVE
SUITES

**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

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.



BROADWAY CITY HALL STATION

10 min walk



PARKING LOT

1 min walk



VANCOUVER GENERAL HOSPITAL

4 min walk



SHOPPERS DRUG MART

2 min walk



COFFEE SHOPS

1 min walk



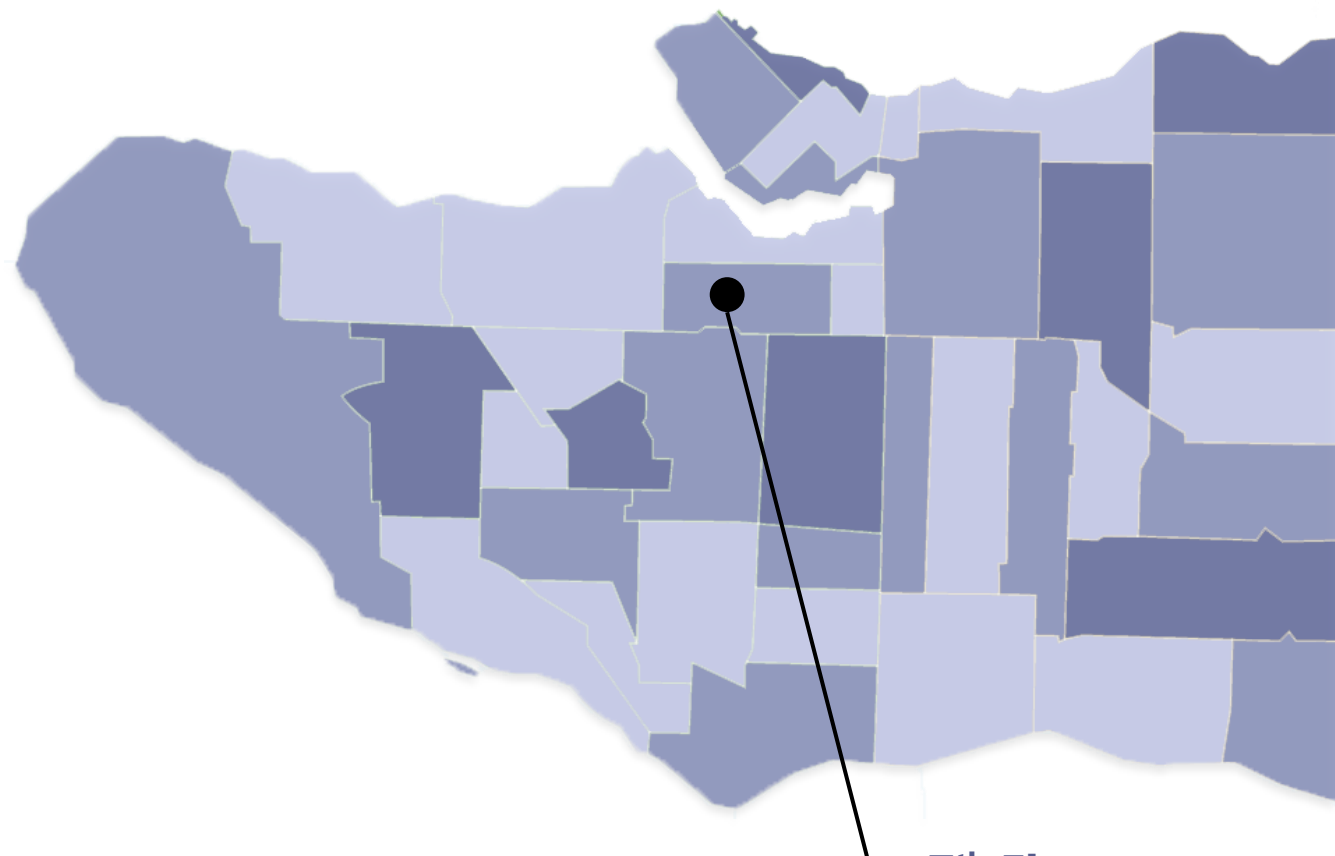
F45 GYM

1 min walk



SCOTIABANK

1 min walk

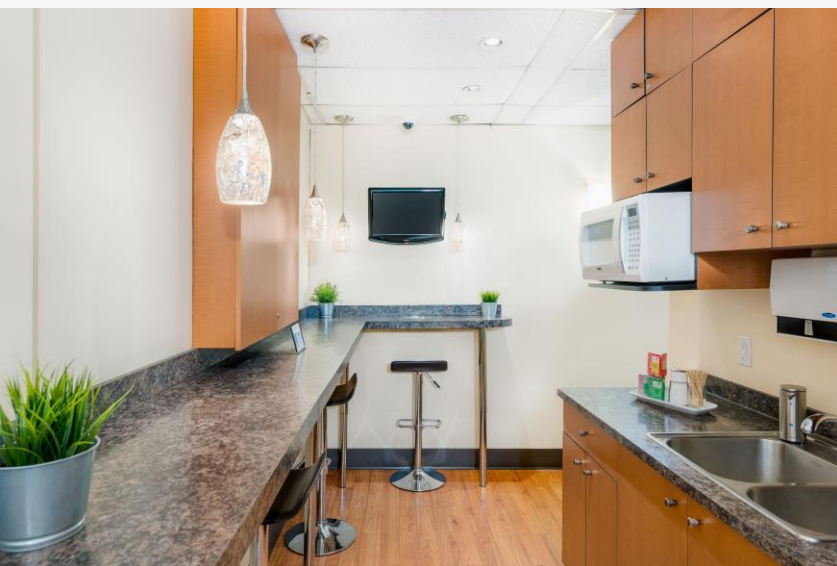
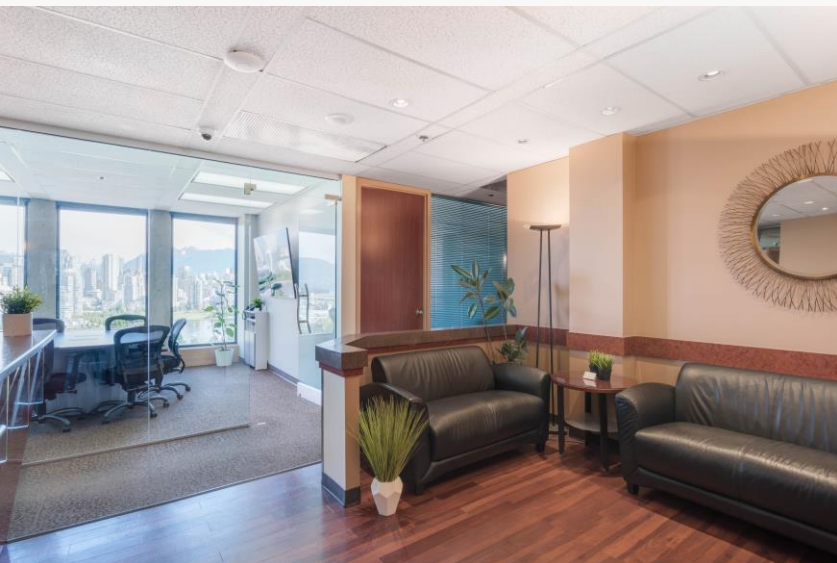


7th Floor
999 West Broadway
Vancouver, BC
V5Z 1K5



Renting a private office doesn't have to be expensive or difficult.

Our private offices offer everything you need to focus on your work without worrying about the details. From office management support to essential amenities, we've got you covered. Forget about the hassle of buying equipment or hiring staff – with our all-inclusive offices, you can simply move in with your laptop and start working. We offer flexible lease terms to adapt to your business needs, ensuring that you have the space and support you need, when you need it.



Get to work as soon as you move in.

Your private, fully furnished office also comes with all the amenities you need, so focusing on getting your work done in comfort is easy.



Private, lockable, offices with
24-hour access



Fully furnished, floor-to-ceiling
windowed offices



Dedicated phone line with confidential
voicemail & call transfer service



On-site receptionist & support team



Full kitchen access with free coffee,
tea, and filtered water



Wi fi & cable Internet

INCLUDED MONTHLY PERKS:

- ✓ 2 hours of basic admin services
- ✓ 5 boardroom hours & 7 small meeting room hours
- ✓ 100 B&W prints & unlimited scanning
- ✓ 200 North American long-distance minutes
- ✓ \$25 in faxes

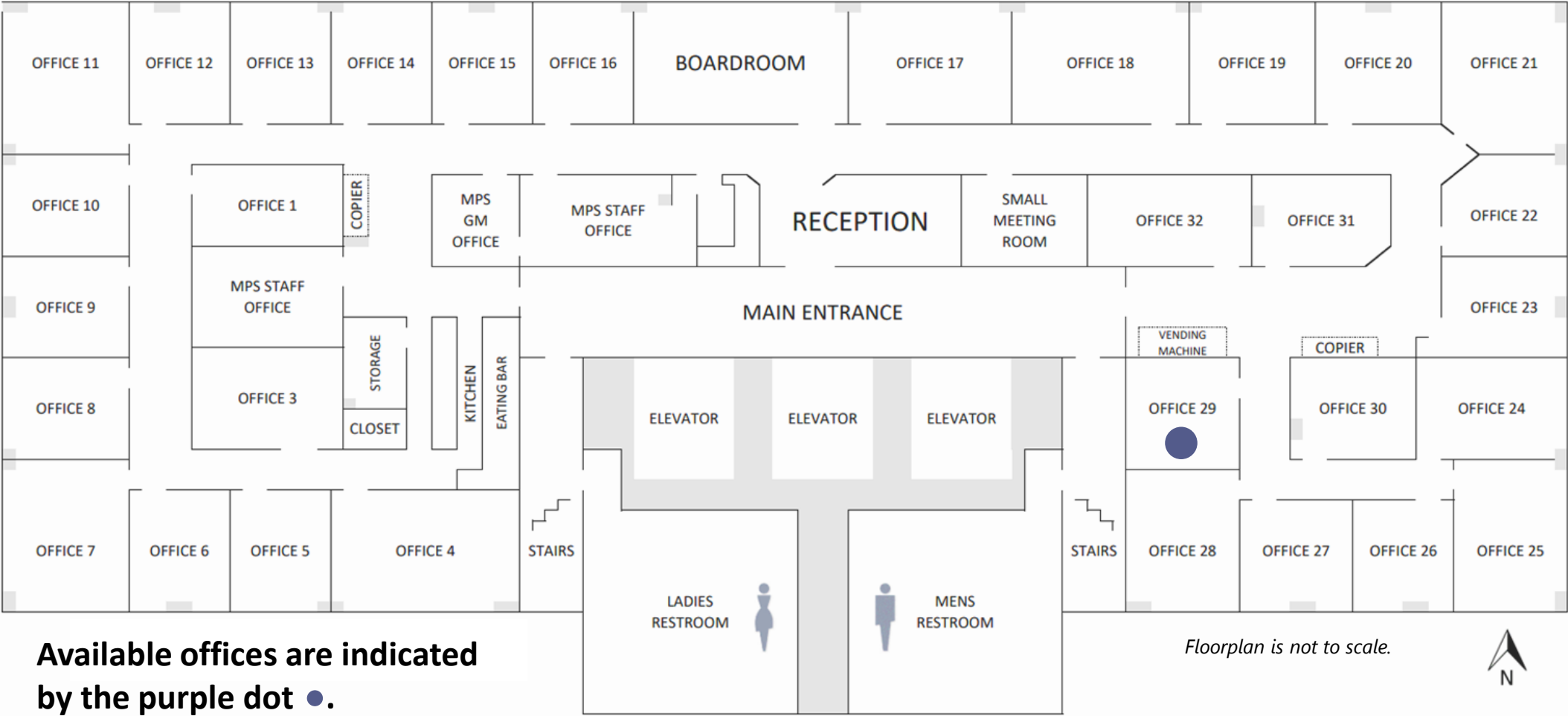


Building highlights

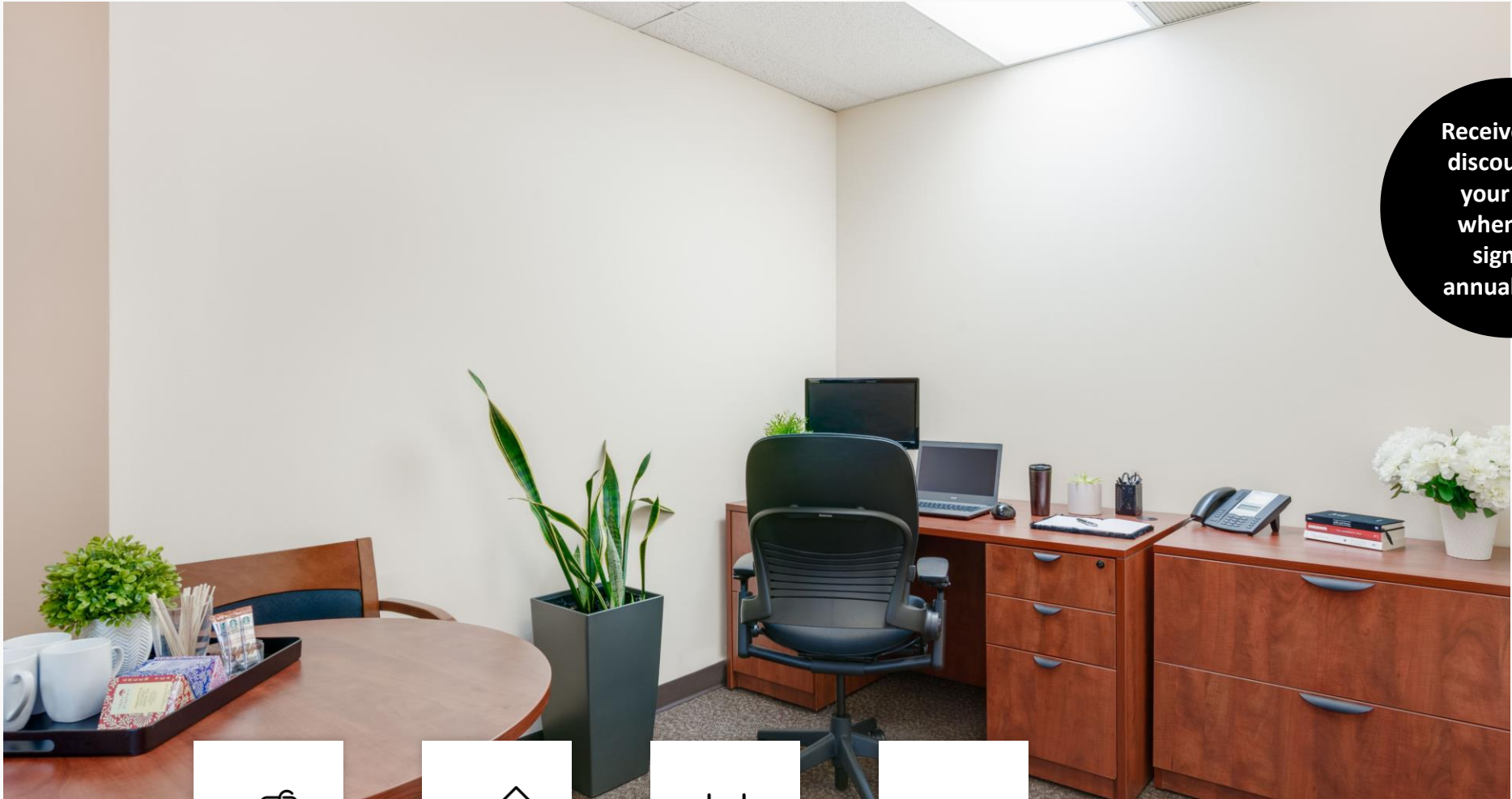
- ✓ Listing on the main lobby directory board
- ✓ Secure onsite storage
- ✓ Secure indoor bike parkade
- ✓ Monthly and hourly parking options
- ✓ 24-hour access
- ✓ Security alarm monitoring with CCTV
- ✓ Nightly janitorial services



Want to take a quick look at our space?
Click here to do a Virtual Tour



AVAILABLE OFFICES



Receive a 5% discount on your rent when you sign an annual lease



\$1400
/month



120
sqft



month-to-month
term



view
unavailable

OFFICE #29

OUR 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

**amount will be charged only after you have exceeded your allotted complimentary meeting room hours for the month*



I am interested. What now?



LET'S GET IN TOUCH

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



MPS | EXECUTIVE
SUITES

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

E: offices@OfficeSpaceVancouver.com

T: 604-732-3877



**Our other services
you might need**

Virtual Assistant

Bookkeeping

Virtual Office

Association
Management



www.OfficeSpaceVancouver.com