



# Booking Confirmation

271 Brunker Road  
Adamstown NSW 2289

T: 02 4978 7800

F: 02 4978 7899

www.linkbusinesshub.com.au

Please return the completed form to us by:

Fax: 4978 7899 or

Post: PO Box 313, Adamstown NSW 2289

**We will contact you to complete your booking.**

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**LINK Offices**

**Dedicated Office**  
Please complete box on right  
or

**Hot Office**  
20 h/pm       40 h/pm   
80 h/pm       120 h/pm   
or

**Virtual Office**  
"Local Base"   
"Occasional"   
"Professional"   
    plus "Complete Call Handling"   
"Enterprise"   
    plus "Complete Call Handling"   
"Corporate"   
    plus "Complete Call Handling"

**Dedicated Office**

**Complete this box to book a Dedicated Office**

Room Preference \_\_\_\_\_

External signage required Yes/No

Phone set up Yes/No  
Number of lines \_\_\_\_\_

Fax set up Yes/No

Internet (broadband) Access Yes/No

For all office types, please indicate which of the following services you would like included:

**Support Services**

- Casual room hire (boardroom/meeting room)
- External message transfer service
- Database management
- Account keeping (MYOB/BAS)

**Secretarial Services**

- Diary Management
- Correspondence
- Faxing
- Printing
- Photocopying
- Scanning
- Secretarial Services which may include word processing/data entry, dictaphone typing, compiling reports

Other comments or requirements:

Service Start Date: \_\_\_\_\_ Contract Term: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this form.  
The details will help us to prepare a contract for you. We will contact you within 24 hours of receipt.