



welcome
TO

The Sheraton Business Centre. Offering an impressive and unique client service experience with comprehensive solutions to meet challenges of a dynamic customer service environment.

PACKAGE RECEIPT, LOG-IN, STORAGE, ARRIVAL CO-ORDINATION AND DELIVERY PRICE LIST:

TYPE OF PKG	RECEIPT AND PROCESSING PER LB.	STORAGE PER DAY PER LB.
Letter	\$6.00 min	\$2.00 min
Box		
1 - 30 lbs	\$10.00 min	\$2.50 min
30 lbs +	\$0.40	\$0.15
Display Booth		
1 - 50 lbs	\$20.00 min	\$0.05
50 lbs +	\$0.40	\$0.03

Pallets and Skids \$90.00 / 100lbs

There are no storage charges for the first 24hours.
 *After 24hrs the storage rate per day per lb is \$0.05.
 Price includes moving from the Shipping & Receiving area to designated meeting spaces by hotel associates.

ALL PACKAGES DELIVER TO SHERATON BUSINESS CENTRE WITH EXCEPTION TO PALLETS AND SKIDS WHICH SHOULD BE DELIVERED TO SHIPPING & RECEIVING

Sheraton Centre Toronto Hotel
 TORONTO, ONTARIO

SHERATON BUSINESS CENTRE
 Main Lobby Level
 123 Queen Street West
 Toronto, ON M5H 2M9
 t — 416-947-4955 ext. 4651
 f — 416-947-4854
 michael.ostroff@sheraton.com

SHIPPING & RECEIVING
 2B Level
 123 Queen Street West
 Toronto, ON M5H 2M9
 t — 416-947-4955 ext. 4694
 ed.legardo@sheraton.com

SHERATON BUSINESS CENTRE HOURS OF OPERATION
 Monday to Friday: 8:00am - 6:00pm
 Saturday and Sunday: Closed

BINDING

1-50 **\$7.80** per document 51-100 **\$6.50** per document 100+ **\$5.20** per document
 Includes transparent front & a back cover

CD/DVD BURNING **\$15.00** each
CD'S/DVD'S (BLANK) **\$6.00** each

COMPUTER USE, INTERNET, SURFING, OR EMAIL

Charged by the minute. **\$10.00 minimum (includes 20 minutes).**

No additional charge for printing up to 60 pages per hour. (Pro-rated = one page per minute).

2 hours or more @ **\$19.00** per hour = 32 cents per minute

1 hour or more @ **\$29.00** per hour = 48 cents per minute

Less than 1 hour @ **\$39.00** per hour = 65 cents per minute

COURIER MESSENGER/MAIL SERVICE

By quotation: depending on distance, size, weight and speed of service

CUTTING CHARGES **\$4.00** per cut minimum or by quotation

DESKTOP PUBLISHING/GRAPHICS **\$100.00** per hr labour fee (1/2 hr minimum charge)

EQUIPMENT RENTAL **\$700.00** per week

Floor Model Copier (Includes 1000 free copies, delivery and installation. A charge of 19 cents per impression will apply to all copies above 1000.)

FAX SERVICE

Local (Domestic)	1st page	\$3.00	each additional page	\$1.30
Long Distance (Canada & USA)	1st page	\$4.00	each additional page	\$1.50
International	1st page	\$8.00	each additional page	\$5.00
Incoming Faxes	First 5 pages	\$5.00	each additional page	\$0.40

LASER PRINTING

Laser printing on plain paper **\$6.00** minimum for the first 6 pages, **\$0.40** per page thereafter

PHOTOCOPYING (Price per impression)**B&W**

1-20	\$0.30	21-50	\$0.26
51-100	\$0.24	101-200	\$0.21
201-400	\$0.18	501-1000	\$0.15
1000+	\$0.12		

COLOUR

	First	2-40	41-100	101+
8 1/2" x 11"	\$3.55	\$1.20	\$1.00	\$0.90
8 1/2" x 14"	\$5.00	\$1.50	\$1.30	\$1.20
11" x 17"	\$7.00	\$3.50	\$2.75	\$2.20

Stapling and/or collating: no additional charge

8 1/2" x 11" cardstock: add \$0.10 per page

11" x 17" cardstock: add \$0.25 per page

POSTERS & BANNERS

Produced from your letter or legal size up to 24" x 108"

Laminating

Mounting

Graphics

Rush Job (less than 4 hrs)

B&W

\$7.00 per sq ft

COLOUR

\$10.00 per sq ft

\$4.00 per sq ft

\$4.00 per sq ft

\$100.00 per hr labour fee (1/2 hr minimum fee)

\$25.00 surcharge

20" X 30" EASEL SIGN

\$55.00 each

(Digital print on white matte stock mounted to white 3/16" foamcore)

\$70.00 each

SCANNING SERVICE

Image and or document scanning **\$10.00** per document

*All prices are in Canadian funds and are applicable to taxes

Oct 31, 2011

SHERATON BUSINESS CENTRE

Main Lobby Level
 123 Queen Street West
 Toronto ON M5H 2M9
 t — 416-947-4955 ext. 4651
 f — 416-947-4854

GRAPHIC ARTIST

Daniel Wise
 t — 416-947-4955 ext. 4767
 daniel.wise@sheraton.com

Sheraton Centre Toronto Hotel

TORONTO, ONTARIO

**SHERATON BUSINESS CENTRE
HOURS OF OPERATION**

Monday to Friday: 8:00am - 6:00pm
 Saturday and Sunday: Closed