

# Additional Service Fees



Conferencing Facilities		
<b>Meeting Room Rate</b>		
<b>Fueng Fa</b> (ห้องฟ้า)	Projector, writing board, 6 seats	700 THB/hour
<b>Ban Chuen</b> (บานชื่น)	42" LCD TV, writing board, 6 seats	700 THB/hour
<b>Pruksa</b> (พฤษภา)	42" LCD TV, writing board, 6 seats	700 THB/hour
<b>Leelawadee</b> (ลีลาวดี)	55" LCD TV, writing board, 8 seats	900 THB/hour
<b>Large Meeting Room</b>	Projector, writing board, up to 25 seats	1,500 THB/hour
<b>Conferencing Equipment</b>		
<b>Conference phone</b>	Telecom Cost Exclusive	300 THB/hour
<b>Electronic board</b>	30 pages A4 inclusive	200 THB/hour
<b>IP Phone Rental</b>		250 THB/hour
<b>Flip chart</b>		10 THB/paper
Information Communication Technology		
<b>Communications</b>		
<b>Telephone package</b>	Dedicated phone number with advanced IP Phone and 24x7 accessible voicemail	2,500 THB/month
<b>Internet package</b>	Secure hi-speed internet with VLAN	2,500 THB/month
<b>Fax package</b>	Dedicated fax number delivered to your email	1,500 THB/month
<b>IT Service (1/2)</b>		
<b>Rack space (per 1U)</b>	Secure server room with 24x7 A/C and UPS	3,500 THB/month
<b>Public IP address</b>	Per address	1,500 THB/month
<b>Windows installation</b>	Client must bring their own software	500 THB/PC
<b>Application installation</b>	Client must bring their own software	500 THB/application

<b>IT Service (2/2)</b>		
<b>Driver set up</b>		500 THB/PC
<b>Network set up</b>		500 THB/time
<b>Virus cleaning</b>		500 THB/case
<b>PC wiring</b>		500 THB/PC
<b>Moving furniture</b>		N/A
<b>Printing set up</b>	Including driver set up	500 THB/job
<b>Other installation</b>		500 THB/job
Administrative Support		
<b>Business Hour Support</b>		
<b>General personal assistant</b>	Phone-assistant tasks	N/A
<b>Housekeeping</b>	Room cleaning, coffee preparation	N/A
<b>Advanced secretarial</b>	Advance support on secretarial task	300 THB / 15 min
<b>IT Service</b>	Dedicated support on computer-related task	400 THB / 15 min
<b>Handling Support</b>		
<b>Mail handling</b>	Delivered daily to your mailbox	Free
<b>Mail forwarding</b>	Delivered to post office	Actual+ 100 THB/mail
<b>Courier service</b>	Preferred courier rate	Actual+ 150 THB/mail
<b>Call handling</b>		N/A
<b>Call forwarding</b>		Actual cost
<b>Fax handling - Incoming</b>	Delivered to your email	25 THB/mail
<b>Fax handling - Incoming</b>	Printed out	15 THB/page
<b>Fax handling - Outgoing</b>		Actual+ 15 THB/page
<b>Fax handling - Outgoing</b>	Help you to fax out	100 THB/time
<b>Skootar</b>		Actual+ 100 THB/time
<b>DHL</b>		Actual+ 300 THB/time