**Hello \_\_\_\_\_\_\_ ,**

Work Space is a place where new ideas develop and businesses grow to their full potential. We have carefully created an environment that allows businesses just like yours to flourish during its early stages by providing convenient, well managed Shared Work Space facilities in the GTA.

Our mission doesn't end with the small businesses and entrepreneurs that call us home. We believe in empowering our clients with the tool necessary to get the job done, that’s why we’ve included all your basic utilities and internet access\* in your base rent, one less thing you have to worry about.

You also have a property development team at your corner ready to help you setup and function smoothly in your new shared work space.

And last but not least you have us, your Client Service team. We’re here to help you;

1. Resolve any challenges with regards to fellow shared work space colleges
2. Schedule repairs for damages to your Work Space
3. Help you move between our facilities
4. Renew your rental agreement
5. Help you navigate the different departments at Work Space

And generally, assist in any way we can to make your experience at Work Space a pleasant and rewarding experience.

Once more welcome to Work Space and please do not hesitate to reach out if you need any assistance.

**WELCOME TO THE TEAM!**

\*may vary according to facility and term