

Suites & Workstations

Our air-conditioned office suites provide comfortable office space for 1 to 5 people per suite.

Suites can be easily linked for phones & IT if you wish to accommodate more people.

Number of Workstations	Monthly Rate Per Office Suite		
	Pay Monthly	Prepay 6 Months Save 10%	Prepay 12 Months Save 15%
1-2	£299.00	£269.10	£254.15
3	£499.00	£449.10	£424.15
4	£649.00	£584.10	£551.65
5	£799.00	£719.10	£679.15

Discounts

Your First 4 weeks FREE

You will benefit from your first 4 weeks FREE including FREE Business rates, energy, maintenance, reception staff costs & more when you commit to stay 6 months or more.

Reception Staff

Our friendly staff are on hand at reception 7 days a week to serve you and your visitors.

Phones

£15 Per Phone Per Month

We can instantly provide phones to any office together with all the advanced features shown on the table on the right hand side.

You can buy, install & manage your own switchboard & rent your own phone lines from BT if you prefer.

Internet

£19 Per Office Suite Per Month

We can provide adsl2+ internet to your office. We have parallel adsl2+ connections for maximum speed and reliability.

CAT5 data cabling allows you to link your computers and be on line in an instant.

You can install & rent your own phone line & subscribe to an independent internet service if you wish.

Furniture

£10 Per Workstation Per Month

We can furnish your office according to your requirements from our extensive stock. The A 'Workstation' includes desk, chair, shelves, filing cabinet, cupboard or drawers, visitor chairs & more.

You are welcome to use your own furniture or you can mix our furniture with your own.

Meeting Room

Free use of our 30 seat meeting room.

Parking

Ample free parking right outside the building for you and your visitors.

Storage

We operate a storage centre with hundreds of storage rooms in an adjacent building with linking corridor. Store stock, archives & more securely & conveniently in your own private storage room.

Phone Features

DDI:	Each phone has its own local phone number with no line rental to pay.
CLI:	Display any number you control to the people you call.
No Engaged Tones:	If you are busy callers can hold or leave a message.
Missed Call Notification:	Get an instant e-mail of the callers number if any call is not picked up.
Voicemail:	Sent to you by e-mail or phone or call in to access your messages.
Timeplans:	Alternate greetings and call forwarding at the times you set.
Recordings:	Record all your calls or just those that you choose.
On Hold Music:	Choose background music to suit your image.
Departments:	A single number rings several phones together or in sequence.
Do Not Disturb:	Temporarily block incoming calls except from numbers you specify.
Forwarding:	Route calls to alternate numbers if you can't or don't pick up.
Partnering:	Calls ring in your office & on your mobile or other phone concurrently.
Hot Desking:	Make any phone become your phone by entering your code.
Auto Attendant:	'1 for sales, 2 for accounts' etc. Set up to your specification.
Call Collect:	Easily pull a call ringing on a colleagues phone to your phone.
Conference Calls:	Host calls between several people concurrently.
Remote Access:	Easily access voicemail, configure forwarding & more.
Directory:	Share contacts & speed dials with colleagues or keep them private.
Reports:	View reports & statistics for all your incoming and outgoing calls.

A monthly itemised bill will show all your calls phone by phone. Calls are charged at standard BT rates with no line rental charge.

Costs & Services Included

All of the following are included in the rates shown for your workstations:

- Office Space
- Ample Free Parking
- Visitor Waiting Room
- Meeting Room
- Business Rates
- Estate Service Charges
- Reception Staff 7 Days a week
- Mail Handling
- CCTV
- Tea, Coffee & Iced Water
- Daily Papers
- Air Conditioning
- Heating
- Electricity, Water & Gas
- Kitchenette
- Cleaning
- Waste collection fees
- Fire & burglar alarm maintenance
- Burglar alarm monitoring service
- Fire extinguisher maintenance
- Building insurance
- Building maintenance
- Toilets & WC supplies

Flexibility

Vacate at any time with only 2 months notice. You have no need to worry about onerous fixed term lease agreements or full insuring and repairing obligations for fair wear & tear. We require a refundable security deposit equal to 1 months office fees.

Discounts & rates shown are on the basis of all payments being made on time by direct debit.