

## Suites & Workstations

Our air-conditioned office suites provide comfortable office space for 1 to 20 people.

Suites can be easily linked for phones & IT.

If you use more than 1 suite your rate is based on the overall number of workstations.

Number of Workstations	Weekly Rate Per Workstation		
	Pay Monthly	Prepay 6 Months	Prepay 12 Months
1	£99.99	£94.99	£89.99
2	£49.99	£47.49	£44.99
3	£43.99	£41.79	£39.59
4	£39.99	£37.99	£35.99
5	£38.99	£37.04	£35.09
6	£37.99	£36.09	£34.19
7	£36.99	£35.14	£33.29
8	£35.99	£34.19	£32.39
9	£34.99	£33.24	£31.49
10+	£33.99	£32.29	£30.59

## 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.

### Up To 10 Weeks FREE

If you wish to save even more than 4 weeks free you can choose one of the following for the first period you pay for:

- Pay 8 weeks: **Get 5 weeks FREE**
- Pay 12 weeks: **Get 6 weeks FREE**
- Pay 6 months: **Get 7 weeks FREE**
- Pay 9 months: **Get 8 weeks FREE**
- Pay 12 months: **Get 10 weeks FREE**

## Phones

We can instantly provide phones to any office together with all the features shown on the right. A digital phone with full colour screen gives easy access to all the system features.

**Digital Phone: £7.49 per week.**

**Analog Phone: £4.99 per week.**

**Extra number: £2.49 per week.**

**Setup & Training: £49.99 per phone.**

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

## Internet

**£2.49 per workstation per week.**

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

You don't need to install and pay for a phone line to carry your internet connection.

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

**£4.99 per workstation per week.**

We can furnish your office according to your requirements from our extensive stock. The rate 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.

## 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 but with no line rental.

## Costs & Services Included

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

1. Office Space
2. Furniture
3. Ample Free Parking
4. Visitor Waiting Room
5. Meeting Room
6. Business Rates
7. Estate Service Charges
8. Reception Staff 7 Days a week
9. Mail Handling
10. CCTV
11. Tea, Coffee & Iced Water
12. Daily Papers
13. Air Conditioning
14. Heating
15. Electricity, Water & Gas
16. Kitchenette
17. Cleaning
18. Waste collection fees
19. Fire & burglar alarm maintenance
20. Burglar alarm monitoring service
21. Fire extinguisher maintenance
22. Building insurance
23. Building maintenance
24. 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 deposit equal to 2 months fees.

The deposit can be refunded after 12 months assuming all payments are made on time by direct debit.