

## **The monthly charge is fully inclusive covering:**

- Rent, rates and service charges.
- Lighting, heating, maintenance, and site facilities.
- Broadband Internet connection.
- Fully furnished office fitted with contemporary desking, ergonomically designed seating and flexible storage and filing units.
- Direct dial telephone handsets with your own private number.
- Personalised telephone answering in your company name.
- Voice Mail Service
- Reception services 7.00am – 7.00pm Monday – Friday. 8.00 am to 4.00pm on Saturday
- Fully Secure site with Monitored CCTV 24/7 .
- Sort and delivery of mail.
- Message management ensuring all messages are received and delivered promptly.
- Telephone and fax calls (outgoing) are recharged to you each month on an itemised list.
- There is no monthly line rental.
- Secure parking is available onsite.
- Easy in , Easy Out Terms ,i.e. No Hidden entry or exit costs.
- Monthly Billing Reduces your administration costs.
- No Legal or expensive financing costs
- Immediate Entry
- Secure Storage Space Available on site.
- Full Site Security and 24 hour cover.

Any additional services used are charged to you each month.

- High-speed photocopying can be done for you or provided on a self-service basis.
- Fax machine available in main Reception.
- Document binding and laminating.
- Taxi bookings.
- DHL Delivery Service on site
- Couriers
- Meeting and Interview Rooms available at per hour or per day basis.



### **What is a serviced office?**

A serviced office is an office supplied to an enterprise fully fitted out and ready to use available on a short or long term letting basis with flexible lease terms.

Flexibility is the key to effective office solutions. Property is one of the biggest costs an enterprise has from fit-out to key fees, solicitors fees, rental agreements etc, a flexible managed office allows you to change your space requirements as the requirement of your enterprise changes either smaller or larger.

Broombridge Business Centre offers a range of fully furnished offices and workspace units for 2 to 30 people with additional storage space if required.

With easy monthly billing and no hidden costs you are always totally in control. In paying for only what you use. You can reduce your administration and keep control of your overheads with just one invoice per month.