



Legal and Contract fees	FREE
Business Rates	Included in monthly fee
Utility Costs	Included in monthly fee
Cleaning of common areas	Included in monthly fee
Security	Included in monthly fee
Access to Modern VOIP Phone System	Included in monthly fee
Reception Services	Included in monthly fee
High Speed Internet on site	Included in monthly fee
Refreshments for tenants - tea/coffee/sugar/milk	Included in monthly fee
Security Fob and Key to suite	£100 refundable deposit
Additional Office Furniture	Cost price to buy or rental option available
Call charges	Guaranteed to be less than BT across the board in all countries
Photo copying/scanning/printing/faxing	See competitive published rates
Secretarial Support	£15 per hour
Wi-Fi on site	£5.00 per month
Conference Room Hire	£10.50 per hour, £31.50 ½ day, £52.50 whole day
Refreshments for meeting room hire	£1.50 per person (includes tea/coffee and biscuits)
Parking	£39.00 per month (available in 3, 6 or 12 month periods)
On site IT support	£55.00 per hour
Home extension (requires static ISPN connection at remote site)	£200.00 set up (includes phone and programming) and £10.00 per month line rental
Number Porting in/out	One off fee of £25.00

Prices correct at time of publishing, subject to change without notice. We would be pleased to confirm upon enquiry.