



BPE SERVICED OFFICES

Please see below for full details of the services/facilities that are included in your serviced office fee.

Use of shared kitchen facilities & the unlimited use of our two furnished & fully equipped boardroom meeting rooms free-of-charge (subject to availability) which seat up to 20-persons. These rooms are fully furnished & equipped with IT/presentation equipment.

All our premises are DDA compliant, with on-site first aid & fire equipment, trained first aid/fire wardens, with secure digi-lock or Fob access & disabled facilities.

Please see terms below:

All contract fees are payable monthly in advance and are subject to VAT.
A non-returnable set up/admin fee is required equivalent to 6-weeks rental.

Monthly fee includes:

- . Business rates
- . Hard-wired & Wireless networks/Internet on Fibre Lines
- . Standard company sign-age made-up & fixed (your company name/logo) for building (internal & external) & car parking spaces
- . Newly decorated, carpeted & with window blinds
- . Use of modern shared kitchen facilities (microwave/dishwasher/toaster/fridge/hot water dispenser etc...)
- . Unlimited use of fully furnished & IT equipped shared meeting room space Free-of-charge (subject to availability)
- . On-site reception facilities – sited at Greencoat House (Mon-Thurs 8.30am-4:30pm + Fri 8:30am-3pm)
- . Water rates
- . Dedicated/secure wired network
- . Dedicated/secure Wireless Network
- . Central heating
- . Lift (incl maintenance)
- . Fully DDA compliant with disabled access & facilities to all floors
- . Buildings insurance & compliance (fire regs/equip) incl
- . Telephone set up costs and line rental (FOC - only with service taken with BPE)
- . 365 secure 24/7 digilock access
- . Buildings repair and maintenance
- . Daily cleaning of toilets/kitchen area and communal areas
- . Fire alarm system
- . Health & safety & fire reg compliance

Optional services available at additional cost:

- . Car parking spaces on-site or nearby (subject to availability) – cost: £14.00 + vat per space, per week
- . Office furniture (tables & office chairs) - POA
- . Hire of printers – POA
- . Office suite cleaning – available Mon-Fri (from £12.50 a day – nominated days available i.e. Tues & Fri's etc..)
- . Water dispensers - £8:50 a month unit rental charge (to incl sanitisation) & cost of water used invoiced every 4-weeks - £6.20 per 18.9 ltr re-fill bottle



BPE

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Tenant's own responsibility:

- Electricity consumed within your office suite (check meters installed – Billed by BPE)
- Telephone calls & Handsets (detailed itemised billing as billed by BPE) – SIP Phone Handsets £50 + vat each, calls taken as charged dependant on call volumes, an individual price scheme will be set.
- Contents insurance & liability insurance
- Printing/scanning/photocopying (service not provided by BPE)

Call Charges:

- Calls cost 2p per minute for local calls and 3p per minute for national calls – payable by client
- Connections to mobiles cost 10p – payable by client
- Line rental £12.99 – paid by BPE
- Virtual Exchange £1.00 – paid by BPE

Network package included:

Access to dedicated fibre high speed broadband with EthertoAir failover

A dedicated/secure wired network to points already established round the walls of the accommodation.

A dedicated/secure wireless system

Virtual SIP Telephone Exchange.

Phones are provided at £50.00 per phone plus VAT per handset and calls are charged as taken.

Any additional requirements/work out-side of the above will be chargeable.