

WORKSTATION SUMMARY OF SERVICES

Our pricing structure differs from that of conventional space as the inclusive facility fee is put together to make your budgeting easier, enabling you to benefit from inclusive office management and business support services, helping you to plan financially for the future and providing you with up-front cost savings. We can offer flexible Licence Agreements for periods of 1 month up to 12 months which are renewable at the end of each term.

The following are all included in the monthly Licence fee:

Workstation consisting:

- Office desk crescent shaped in light oak
- Adjustable swivel chair
- Pedestal unit
- Mitel 4150 digital telephone handset with a direct dial number and voicemail
- Connection to our site 6mb Hartham.Net Internet service

(The number of workstations assigned per office will be as required and agreed in the Licence Agreement)

Business Centre Services:

- Switchboard with telephone answering in company name
- Visitor management (manned reception)
- Mailroom services
- Facsimile handling
- Stationery service with preferential prices
- Courier co-ordination at preferred rates
- Helpdesk service
- Meeting room bookings
- Access to full Business Centre services and support

In Addition Access To:

- Free on site car parking
- Meeting rooms: Preferential rates
- Visitor meet and greet serviced lounge areas
- 24 hours per day, 7 days a week office access
- Private air conditioning (newly refurbished offices)
- Other offices to expand into as you grow
- Showers
- Lifts (new buildings only)

Utilities, Rates and Services:

- Cleaning of your offices
- Office maintenance
- Business rates
- Electricity charges
- Heating charges
- Lighting charges
- Other building service charges
- Estate service charges

Voice and Data Facilities:

- Use of the Mitel 2000 PABX voice and data infrastructure
- Access to digital and analogue telephone lines
- Digital telephone handset and system maintenance
- CAT5 structured cabling in situ in all offices
- Maintenance of the site network
- Access to data network and management services
- Fixed rate dedicated bandwidth connectivity of 64Kbps to 8+Mbps available if required.

- Shared kitchen facilities with tea, coffee, milk and sugar at no extra charge
- Jack's Restaurant and Bar for coffees, breakfast, lunch, snacks and refreshments
- Executive office furniture and accessory upgrades
- Virtual Offices
- No legal fees involved in Licence Agreements
- Tennis court

The monthly licence fee includes a free connection to our contended Hartham.Net service. This service is suitable for single users and small businesses that require an Internet connection for reasonably light usage, for example; occasionally downloading files and for surfing the net. If, however, your business requires a minimum amount of bandwidth, a combined upload/download of 1GB per month, hosting or high traffic usage we can provide a range of fixed rate connectivity options with dedicated bandwidth.

The only additional charges to the facility fee are telephone calls, (which are charged at standard BT Business Rate). These services are designed to help our tenants as and when required; for example with daily franking, administration support, organising couriers, and so on.