

## Hot Desking Service

### How does it work?

Our Hot Desking service allows you to share our office as and when you need to. You may come in and use our facilities any time between 8.00am and 6.00pm on a 'subject to availability' basis, or book up to 3 hours per day to be certain of the facility. **Cost: £750 per 6 months. Terms: Payable 6 months in advance. Minimum Contract Commitment: 12 months. Cancellation: 3 months clear notice prior to next renewal due date is required in order to cancel this arrangement.**

### What will you get for your money?

The fee entitles you to free use of our computers, all offering Microsoft Office suite, internet access and pdf creation tools which you will be able to log in to using a password allocated to you. If you do not have email we can provide you with an email address that you may access by webmail wherever you are, now, or in the future. We will allocate you a small storage area within the office for physical file storage and we will store your data files on our system for you in a secure manner, and make them available to you whenever you log in. You will be allowed the use of our small reception area and beverage facilities for short meetings etc.

You will have access to our telephone system, subject to additional fees for set-up, licence, calls made and call-minding as set out below, but at a **5% discounted rate on both services**. It is also possible to log in to the telephone system externally to check your voicemails whenever you want to, however, there are additional charges for voicemail access in order to do so, (see 'Our Call Minding Service – Service Options and Charges').

We can also offer you the benefits of associated secretarial services such as typing, document production, fax transmission and photocopying, as per our standard tariff, as well as print, graphic, marketing, web, IT and accountancy services as your business grows or diversifies.

You may also use our Postal address, subject to additional fees as set out above, but at a **5% discounted rate on both services**.

*NB. These Hot Desking Rates are subject to a 5% discount on both services if you also select our Postal Collection service or a Call Minding Package, and 10% discount on all three services if you select all three.*

*\*Service period denotes month end in all ongoing account situations unless the period is defined specifically such as in a Holiday Phone Plan.*