

# What's Included?

## **The monthly fee includes the following:**

- Licence Fee
- Business Rates
- Service Charge
- Buildings Insurance
- Heating, Lighting & Utilities\*
- Furniture
- Individually Controlled Air-Conditioning
- Car Parking
- Gym - Coming Soon!
- Reception Support - including call answering
- Daily Cleaning - common areas & individual offices
- Security - 27/7 access, state of the art CCTV security system & alarms

## **Additional Costs to Consider**

- Phone system offering unified communication - Lines & handsets included (Calls either on pay as you use basis or inclusive call bundles also available)
- Roaming Wi-Fi main internet line with auto failover onto back up for added resilience - packages starting from £25+VAT per month

## **Additional Support/Services**

- Office configuration including IT & Telecoms set up for a seamless move-in
- On-site support team and facilities management
- Reception services and professional reception area
- Photocopying and printing facilities
- Incoming mail handling
- Access to meeting and conference rooms for hire
- Use of common areas

\*Based on fair usage