



Current Availability Schedule

Floor	Room No.	Suite Name	Availability	Size (sqft.)	Rent psf	Annual Charge (1) £	Quarters charge £
LG	1	Ardingly	Taken	260	12	5,200	1,300
LG	2	Cuckfield	Taken	280	12	5,600	1,400
LG	3	Ditchling	Vacant	280	12	5,600	1,400
LG	4	Eastbourne	Taken	250	12	5,000	1,250
G	5	Greywell Suite	Vacant	350	16	8,400	2,100
G	6	Ibworth	Suggestion	260	16	6,240	1,560
G	7	Jumpers Common	Suggestion	280	16	6,720	1,680
G	8	Kingsclere	Boardroom	-	£20.00 ph	NA	NA
G	9	Laverstoke	Reception	-	NA	NA	NA
G	10	Mattingley	Taken	360	16	8,640	2,160
1 st	11	North Heath	Taken	350	16	8,400	2,100
1 st	12	Pangbourne	Taken	310	16	7,440	1,860
1 st	13	Quick's Green Suite	Taken	290	16	6,960	1,740
1 st	14	Ruscombe Suite	Vacant	320	16	7,680	1,920
1 st	15	Shinfield Suite	Vacant	280	16	6,720	1,680
1 st	16	Tidmarsh	Vacant	360	16	8,640	2,160
2 nd	17	Unstone Suite	Taken	360	16	8,640	2,160
2 nd	18	Walton Suite	Vacant	600	16	14,400	3,600
2 nd	19	Youlgreave	Taken	600	16	14,400	3,600
2 nd	20	Zurich	Taken	360	16	8,640	2,160

Annual charge

This covers the service charges at £4 per square foot and business rates at £4 psf.

Viewings

For further details and to arrange a viewing of our office facilities, please contact 01256 833 333



Service Charges

The service charges of £4 per square foot includes the use of the following costs:

1. **Support** – reception support, deliveries;
2. **Furniture** – desks and office chairs (storage extra)
3. **Infrastructure** - broadband and cabling; hot water equipment on demand
4. **Car parking** – we provide within this cost 2 spaces per room
5. **Refreshments** – tea and coffee facilities throughout the building;
6. **Cleaning** – once a week to your room and all cleaning materials
7. **Refuse removal** – WEE regulations and costs of all materials to packaging boxes;
8. **Equipment** – Air conditioning and heating systems serviced; drinks boilers & cool water units
9. **Utilities** – Covers electricity, gas & water charges;

Telecoms

You are welcome to bring your own telecoms into this building. We would refer you to a leading VOIP provider with other support is recharged at the cost of the supplier and our time in organising this. Please find the approximate costs below:

Telephone – normal or VOIP	£50 - £250
Set up and connection of number	£120
Number	£25 - £100

Registered Office

We are able to offer a registered office service at an annual charge of £100 for your business.

Virtual Office Solutions

We are also able to offer a range of virtual office solutions to suit a wide range of needs. Please find the different services we offer and relevant costs below:

Service	Cost per month
Storage and process of your post - includes us notifying you of delivery and then scanning and emailing them but not forwarding.	£25
Call answering service – involves us receiving calls on your behalf and passing on messages and contacts. 50 calls per month.	£85
Both call answering and postal storage service.	£100
Meeting rooms for training, interviews and conferences	From £20 ph

Executive support

We are able to offer a range of executive and outsourced support services covering – marketing, recruitment, sales, administration, financial director, marketing director, non- executive directors.

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