



Innovation Centre

virtual offices

your office wherever you are, the ability to
access many of the benefits of the Innovation Centre without
having to incur the cost of taking office space within the building

Whether you work from home or on the move, **virtual office** lets you present a professional business image to your clients at all times.

Services include prestigious mailing address for your business, phone answering and redirection service with discounted use of conference and meeting rooms - all for a flexible monthly service fee. You will also receive invitations to networking and business events and have access to 'hot desk' facilities. Whether you are a new business, growing your existing company or testing a new market place. Get in touch to discuss your flexible office solution.

Choose the service that suits your needs and adjust as your business grows

OPTIONS	1	2	3	4
Enhance your business identity with a prestigious address	•	•	•	•
A business telephone number with calls promptly and efficiently answered		•	•	•
Calls automatically transferred directly to you, wherever you may be		•	•	•
Message-taking, postage, parcel and fax handling facilities		•	•	•
Mail collection and forwarding (Cost plus 15%)	•	•	•	•
Availability of meeting rooms at a discounted rate	•	•	•	•
Access to a 'hot desk' at a charge of £5/hour with dedicated high-speed internet connection	•	•	•	•
Free access to a 'hot desk' for 10 hours per month; and thereafter at a charge of £5/hour			•	•
Free availability of meeting rooms of 10 hours per month (1-10 delegates); and thereafter at a discounted rate				•
Upgrade to an office at any time at a preferential rate	•	•	•	•
Monthly fee	£49	£99	£120	£200



The package Includes three individually named contacts (additional £15 per month per contact).
 Dedicated fax number £12 per month.
 Call forwarding at BT standard business tariff.

- Discount payment options available:
- Pay 6 months in advance and receive 10% discount
 - Pay 12 months in advance and receive 20% discount

No set-up fee



Upgrade to Shared Office Package at anytime

Work in a shared office environment where you can interact with other like-minded people to share business ideas and help develop your business. Designed to provide an innovative way of working. The shared office solution offers an open plan environment equipped with everything you need:

- Contemporary interiors with top quality furnishing
- Imaginatively designed, work ready office area
- High performance IT and telecoms already in place
- Personal lockable storage facilities
- Fully inclusive package: workstation including storage, Telecom/IT, cleaning, utilities, business rates £375 per month plus VAT. Two month Deposit required.

Terms and Conditions apply. All prices and information correct at time of going to print. Two month Deposit required. 28 Days notice period at any time - no penalties
 All rates exclude VAT.

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1 Devon Way, Longbridge Technology Park, Birmingham B31 2TS | t: 0121 222 5555 | f: 0121 222 5556 | e: technology@longbridgebirmingham.co.uk