

Fees

Registration Fee	Nil	No set-up administration charges
Serviced Office Rental Fee	From £280 per month ¹	First quarter's rent payable in advance, further monthly rent payable in advance from start of month three (month in hand acts as deposit, refundable upon termination and settled accounts).
Rental period	12 months	One months' notice of termination required after month three.
Retainer / deposit	£150	A deposit to cover service charges, refundable upon termination and settled accounts

Core Services

Address and Location Services

Business Address	Included	Prime business district address in central Bournemouth. Three storey Victorian period building with high ceilings, many original features and decorated to a high standard.
Serviced Office Suites	2 – 5 workstation	A selection of luxury modern office suites are available to choose from. ²
Advanced telephony and data services	Included	All office suites are installed with Category 5e (enhanced) structured cabling, connected to our dedicated secure communications room.
Access and Security	24 hours / 7 days a week	Each suite benefits from a 5-lever mortice lock and personalized PIN code access provided by the 24/7 remotely monitored security system. For your added security and convenience each suite has a separate door entry phone access from the main entrance.
Postal / Courier Services	Included	Incoming mail and faxes sorted daily. Royal Mail, DHL and Initial City Link courier services are re-charged at cost.
Boardroom Facilities	Onsite	Priority access to boardroom for meetings, training and video conferencing ³
Refreshments	Included	Chilled Spring Water, Tea and Coffee ⁴
On-site Spa facilities	5% discount	Refer to www.bodisence.com for more details

Prices are in Pounds Sterling and exclusive of VAT and subject to change. ¹ Rental License fees are charged at zero rate VAT. Inclusive of Heating, Lighting, Electricity and Rates. ² Subject to availability, standard reference and credit checks. ³ Refer to separate pricing schedule for hire of facilities and equipment - business catering provided upon request. ⁴ Subject to reasonable use policy.

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Core Services

Telecoms and Message Handling Services

Local Telephone Number	Included	High quality digital business lines included with dedicated direct dial numbers - associated with number of workstations per suite ⁵
Call Transfer	Included	Configurable auto attendant facility ⁶ , rotary or hunt group facilities to specified extensions or external numbers. Seamless call transfer to a specified fixed or mobile number anywhere in the world ⁵
Voicemail Box	Included	Voicemail boxes with 24 /7 message storage with secure remote retrieval. Optional notification via email or SMS ⁷
Each workstation is equipped with a full feature handset	Included	Supporting Off-hook / speed dial, last number redial, head set port, call waiting, call divert, voice mail and unified messaging (additional option)
Port connection and monthly line rental fees	Included	Call management system provides monthly itemised billing

Leading Edge Connectivity

Additional Telephone Numbers (Geographic and Non-Geographic)	From £25 per month	Additional business lines with dedicated direct dial numbers to your office team - includes dedicated voicemail box [ask us about 0845/0800]
Email address for each member of your team	£2.10 per month, per person	The BizXchange can set-up all members of your office with their own email account - contact us with your specific requirements
Video conferencing	From £80/hr	Includes facility and equipment hire ⁸
Audio conferencing	15p / minute	Charges applied per connected port
Hosting client's own LAN / WAN equipment	£45 pcm	For a small fee, we will host your switch, hub or router in our secure communications room
Business Broadband Internet Access	£20 pcm / workstation	Unlimited 1 Mbps at a contention ratio 20:1
Static Public IP Address	£10 pcm	Enables remote connection to your PC / Server

Prices are in Pounds Sterling and exclusive of VAT and subject to change. ⁵ All outgoing and forwarded calls subject to charges at standard BT tariff, itemised bill provided monthly. ⁶ Subject to additional configuration and set-up charges specific to your requirements. ⁷ Subject to availability - 10p per message. ⁸ Refer to separate pricing schedule for hire of facilities and equipment - business catering provided upon request.

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