



Full time office – London Soho

eOffice provides you with a fully equipped personal desk space and meeting rooms, private work areas, IT support, professional receptionists to greet your clients and handle your mail. And there are a number of optional extras available to make your business run even more smoothly.

Office – monthly licence fee per person*

P.O.A.

Services/Benefits:

reg. fee £99.99/person/year

- Prestigious office development, in the heart of London's West End
- London W1 as your new business address
- Personalised telephone answering services as an option
- Lounge area with a selection of newspapers and magazines
- Mail handling and distribution to your dedicated mail box
- IT support
- Ergonomic furniture and chairs
- Dedicated storage
- Use of a large selection of meeting rooms at 20% discount
- Free use of interview rooms for internal meetings
- Inclusive of utilities charges (heating, electricity, air-con, building maintenance, security)
- Daily cleaning of the offices and common area
- A variety of offices from 1 to 12 people



*Price Based on a minimum of 6 workstations- for a minimum contract of 24 months

Options:

Voice connectivity – monthly fee per person

£19.99

- High specification digital telephone handset with personal log in feature
- Includes line rental fees and 0845 non geographical number (0207 as an option)
- Voicemail accessible 24/7, message storage with remote set up and retrieval
- Calls charged at business BT rate, itemised telephone bills
- Audio conferencing facilities

set-up fee £19.99

Internet broadband – monthly fee per person

£39.99

- High-speed permanent internet access, with no call charges
- Tier 1 internet connection, 8Mb dedicated leased line with back up
- Highly secure connectivity, with managed firewall protection and VLAN security

set-up fee £19.99

Fax to email – monthly fee per line

£9.99

- Line rental fees, 0845 non geographical portable number (0207 as an option)

set-up fee £19.99

Logo on directory – monthly fee

£9.99

- Full colour company logo in our main directory

set-up fee £49.99

Extended office hours – monthly fee per person

£9.99

- Access to eOffice after normal operating hours and weekends (From 7am to 12am)

Prices valid from Jan 2009, subject to VAT of 15 %. Deposit of £500 required per workstation. Prices can change without notice.

eOffice, 2 Sheraton Street, W1F 8BH, London, tel 0870 888 8888, eo@eoffice.net, www.eoffice.net