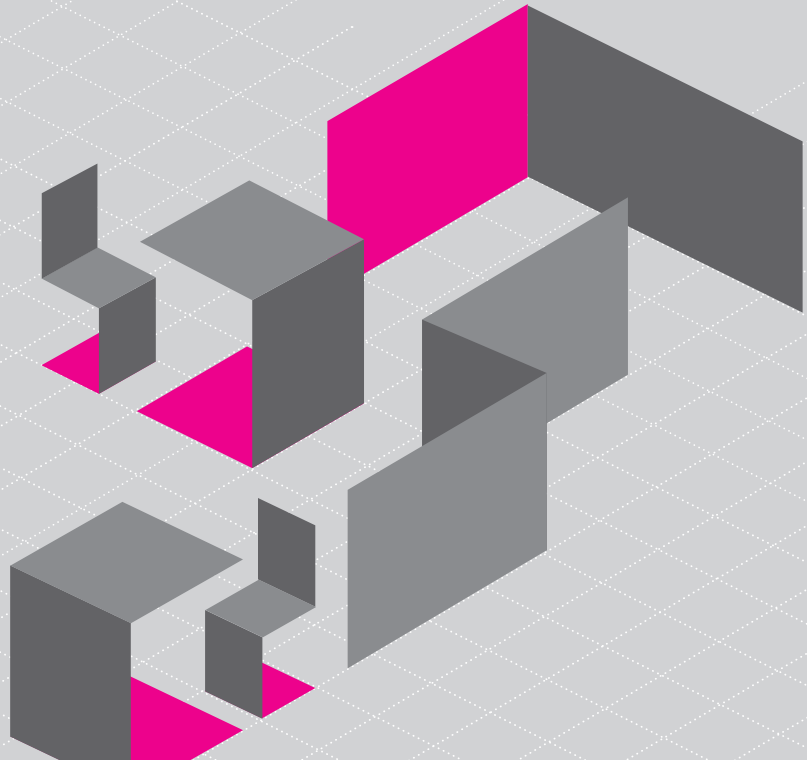


CITYDESKS
VIRTUAL OFFICES, REAL BENEFITS.

WE ARE...
**YOUR VIRTUAL
OFFICE SERVICE**





**CITYDESKS CAN HELP YOU
AS A SMALL OR GROWING
BUSINESS TO ACHIEVE A CITY
CENTRE LOCATION OR PRESENCE.**

**WE ARE YOUR VIRTUAL
OFFICE SERVICE.**

WHAT IS CITYDESKS?

HOW CAN THEY HELP MY BUSINESS?

Located in the heart of Glasgow, CityDesks is a virtual office service for small businesses looking for a principal location identity without the excessive costs and hassles of leasing a city centre office.

CityDesks is perfectly situated as a virtual office location offering a G2 postcode, while also allowing easy access for when you need to drop in for a meeting.

Many small or young businesses see the need to have a city centre address and phone number in addition to their normal trading location. They may operate from home but want to give the impression that their business is professional, bigger and more established than it is. A city centre address will give their business added credibility and generate more business as a result.

CityDesks services consist of telephone management, mail handling, temporary or permanent workspace, secretarial services and meeting room hire. It will provide clients with a virtual address but also a place that they can visit to:

- Uplift their mail.
- Meet clients or colleagues over a coffee.
- Hold a private meeting in one of our meeting rooms for an hour, half day or full day.
- Use 'Touchdown' space between meetings to do paperwork or catch up with emails.
- Have documents copied, letters typed, printed off and posted.

For all services listed in the following pages there are some initial costs:

£25.00 registration fee
£100.00 deposit (£50 for mail manager only) which will be refunded when you leave CityDesks. First month's service payment in advance. (Deposit and registration fee payable on commencement).

A hand is holding a white envelope with shipping labels in front of a row of grey lockers. The envelope has a barcode and some text on it. The lockers are in the background, and the overall scene is in grayscale.

THE FOLLOWING ARE
CITYDESK'S RANGE OF
SERVICE PACKAGES AVAILABLE
IN YOUR VIRTUAL OFFICE.

CREATED BY US FOR START-UP
& GROWING COMPANIES.

MAIL MANAGER

BUSINESS ADDRESS, MAIL HANDLING

Mail Manager gives a G2 business mailing address, personalised mailbox and a variety of mail handling options which can change daily to suit the business.

SERVICE INCLUDES:

- Business mailing address – 53 Bothwell Street, Glasgow G2 6TS.
- Office hours mail collection.
- Mail forwarding (postage charged at cost).

CLIENT BENEFITS:

- Existing business can create an instant Glasgow City Centre mailing address.
- Home workers can appear more credible by having a business address rather than a residential address.
- New starts can invest in developing their market rather than spending scarce time and money on office space and staff.

Cost: £25.00 per month paid in advance

CALL MANAGER

TELEPHONE ANSWERING SERVICES

Call Manager costs are based on a monthly service charge for the first 50 calls then a per call charge thereafter - 0845 numbers are available on request at an additional monthly charge. Line rental is included in monthly charge.

SERVICE INCLUDES:

- Call handling including patching through to landline or mobiles.
- 24 hour remote access voicemail.
- Call forwarding to landline, mobile or voicemail.
- Fax handling – a fax number is available for use with this option.

CLIENT BENEFITS:

- Daytime calls always answered even when you are not available.
- Messages forwarded efficiently by text or email for you to respond at a time that suits you.

Cost: £50.00 per month payable in advance.



WE CAN HELP YOU MIX AND
MATCH ANY OF OUR SERVICES
TO CREATE YOUR OWN BESPOKE
VIRTUAL OFFICE PACKAGE.

TAILORED TO SUIT YOUR
BUSINESS NEEDS.

TOUCHDOWN

A PLACE TO HANG YOUR HAT

CityDesks Touchdown provides all the benefits of a city centre office without the associated costs. Business people constantly on the move or working primarily from home will benefit from this facility.

Clients can book a desk at short notice, drop in and meet a client, send emails and collect mail. Touchdown packages are available in blocks of 10, 20 or 30 hours per month.

SERVICE INCLUDES:

- Glasgow centre office accommodation (G2 postcode).
- Touchdown desk space with range of office equipment provided.
- 9am – 5pm access.
- Up to 30 hours a month of open office space.
- Free Internet access (wired or WiFi).
- Secure cube lockers available for storage of small items.
- Informal meeting space in café-style area.
- Complimentary tea/coffee.

BENEFITS

- A prestigious address which adds value to your business.
- An instant office including all back-up staff and equipment saving time, money and hassle.
- Start-up costs are slashed enabling precious capital to be used to build the business.
- All the benefits of a Central location without the normal costs.
- Within an active office environment.

Costs:

10 hour package £25.00
20 hour package £50.00
30 hour package £75.00

OFFICE SERVICES

SECRETARIAL SERVICE

CityDesks clients can access a wide range of secretarial services at an additional charge.

These include:

- Photocopying - black and white/colour
- Disk Printing - black and white/colour
- Typing and mailshots
- Faxing
- Laminating and binding
- Presentations

Clients can also hire equipment such as LCD projectors, and purchase stationery items.

LOCKERS

Secure cube lockers are available for the storage of small items, chargeable on a monthly basis.

Cost: £5.00 per month



TO DISCUSS HOW
CITYDESKS CAN ENHANCE
YOUR BUSINESS GIVE US A
CALL OR DROP IN FOR A CHAT.

WE LOOK FORWARD TO
SEEING YOU.

WORK STATION

SERVICED OFFICE ACCOMMODATION

Workstation offers a full-time, fully equipped private office space on a flexible licence. This enables our clients to do business from a prestigious address backed up by all the equipment, secretarial support and meeting space needed to get the new office up and running quickly.

SERVICE INCLUDES:

This service has been designed to support new starts, businesses moving into Glasgow for the first time or businesses looking to establish a presence in Glasgow from an existing location elsewhere.

- Fully equipped own door office accommodation including telephone.
- 24 hour access.
- G2 mailing address.
- Personalised call answering.
- 24 hour remote access Voicemail.
- Email/Fax/Free Internet access.
- Secretarial services (nominal charge).
- Additional meeting rooms at reduced rate.
- Informal meeting space in café style area.
- Complimentary tea/coffee & kitchen facilities.

VIRTUAL OFFICES, REAL BENEFITS.

BENEFITS:

- A prestigious business address which adds value to the business.
- An instant own door office including equipment which saves time and hassle.
- Start-up costs are slashed enabling precious capital to be used to build the business.
- Flexible licence agreement.

Please call to check current availability and costs.

COMBINED PACKAGES

READY MIXED SERVICE PACKAGES

CITY ID

This is our most popular package which combines Mail Manager and Call Manager services at a discounted combination price.

Cost: £65.00

CITY DESKS INCLUSIVE

CityDesks Inclusive is a package encompassing the Mail Manager, Call Manager and Touchdown services.

Costs:

10 hrs touchdown £95.00 per month
20 hrs touchdown £110.00 per month
30 hrs touchdown £125.00 per month

WWW.CITYDESKS.CO.UK

A photograph of a modern conference room with a long, dark table and several chairs. The room has large windows on the right side. The image is overlaid with a semi-transparent grey filter. On the left side, there are two vertical bars: a white one at the top and a pink one below it. The text is overlaid on the top half of the image.

CITYDESK CLIENTS CAN BOOK
ROOMS IN THE BUSINESS AND
TRAINING CENTRE, FOR MEETINGS
AND TRAINING LECTURES.

THERE IS A SIZE AND A SHAPE
TO SUIT ANY REQUIREMENTS.

MEETING ROOM HIRE

BUSINESS AND TRAINING CENTRE

CityDesks clients benefit from a 10% discount on standard room prices as shown in the table below. For private meetings, CityDesks clients can access the business and Training centre on the second floor of 53 Bothwell Street.

All rooms include ceiling mounted LCD projector in the price. Rooms can also be hired on an hourly basis for just £15 per hour subject to availability. Call the centre on: 0141 222 9595 to enquire.

ROOMS	CAPACITIES					STANDARD PRICES				
	LAYOUT STYLE	TRAINING	THEATRE	BOARDROOM	CLASSROOM	CABARET	PER DAY	PER HALF DAY		
2		24	60	26	30	30	£295	£205		
3	4	6	7	-	-	4/6	£95	£65		
9	10	11	13	20	50	26	30	30	£295	£205

0141 222 9595
WWW.CITYDESKS.CO.UK

2ND FLOOR
53 BOTHWELL STREET
GLASGOW
G2 6TS

CALL: 0141 222 9595

EMAIL: CITYDESKS@GO.UK.COM

OTHER INFO:

The service is available 9am – 5pm Monday to Friday all year round, excluding public holidays and special occasions (see Terms & Conditions).

All prices in this booklet are excluding VAT and will be charged at the prevailing rate.

Brought to you by

