

### ***Office with a standard services package***

One thing is certain: even if you opt for the **standard services package**, your customers will never be left out in the cold.

Standard services include:

- reception of visitors & goods
- personalized telephone answering service in your absence
- availability of one or more telephones
- availability of one or more phone numbers
- free parking space for staff and visitors
- PO box per company
- mail administration & postage
- daily mail & courier services
- e-mail and internet access (with subscription)
- use of the internet infrastructure
- free use of 1 conference room during 15 min. per trimester
- use of the photocopier and network printer (with personal code) and free 'scan to mailbox' function
- paper shredder and paper cutter
- video and TV equipment
- lobby as meeting & waiting room
- mini kitchen
- recreation room (mini gym - pool table - shower)
- waste containers
- service elevator
- maintenance of the public areas
- advice and assistance from the manager of the Centre
- advice from the founding companies of the Centre

Finally, even with this standard services package, you can always use our other facilities:

**secretarial work, use of the meeting rooms, multimedia projector,....**

You do not pay a fixed sum. Only **consumed services** will be charged.

An office with standard services packages is already available from **390 Euro** per month.

### ***Office with a full services package***

If you want to be able to use all the services and facilities of the Business Centre, you opt for the **full services package**. This option will allow you to really leave all your worries behind.

Based on a fixed monthly amount, you have access to all the services of the standard package:

- reception of visitors & goods
- personalized telephone answering service in your absence
- availability of one or more telephones
- availability of one or more phone numbers
- free parking space for staff and visitors
- PO box per company
- mail administration & postage
- daily mail & courier service
- e-mail and internet access (with subscription)
- use of the internet infrastructure
- free use of 1 conference room during 15 min. per trimester
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- **secretarial service: 1 hour a day, without transfer possibility, however with a certain flexibility**
- **use of the conference rooms - with flipchart, white board, projection screen and accessories - according the reservation schedule and house regulations**
- **use of the equipment in the secretariat: colour scanner, colour printer, laser printer, binding system, overhead projector, CD writer, labeller...**
- **use of LCD multimedia projector**