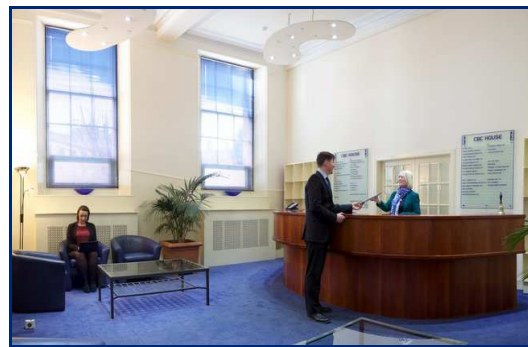




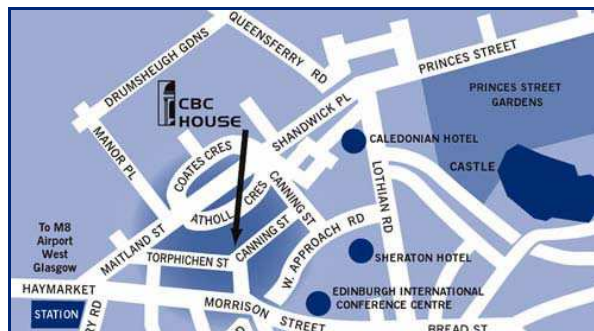
Capital Business Centre



Capital Business Centre is a unique listed building providing flexible quality serviced office suites encompassing leading-edge technology to support the most demanding of modern business needs. Our impressive reception and meeting rooms create the right corporate image for you whether your requirement is as a new business start-up, relocation, expansion or a temporary site.

Joining our business centre will take away all the hassle of setting up your own office and enable you to focus on your business. Flexible licenses offer immediate access to our office suites. We offer personalised telephone answering by our professional reception staff and the friendly on-site team can also provide a wide range of business support services.

Located within the heart of Edinburgh's financial district, CBC House is the ideal base for your Edinburgh operations. Our prime city centre location is just 5 minutes from both Haymarket Train Station and Princes Street.



All prices are exclusive of VAT and subject to change without notice



1 Office Suites

Capital Business Centre offers flexible, cost effective, high quality serviced offices for new business start-ups, established companies, as well as temporary space requirements.



Our rates are payable monthly in advance by standing order and are inclusive of the following:

Rent	Washroom and hygiene facilities
Professional reception staff	Burglar alarm maintenance & monitoring
Reception accommodation	Refuse clearing
Main company telephone number	Mail handling, sorting and collection
Line rental	Heating and boiler maintenance
Telephone system maintenance	Lighting and power
Office furniture	Building maintenance and insurance
Nightly office cleaning	Water rates
Window cleaning	24 hour access
Kitchen facilities	Fire procedures and precautions
Toilet and shower facilities	Building health and safety

*Please note that our licence fee does not include rates and that the vast majority of our clients are completely exempt from these charges. Please contact us for further details.

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2 Fibre Internet

We understand that most business centres will offer you a share of their connection per user. At CBC House, we like to offer fibre internet connections with guaranteed dedicated uncontended bandwidth, as you never know how much bandwidth your neighbours will be using! The technical set-up which we have in place also allows us to burst up to the full bandwidth of the building when not in use (*currently 1Gb*).

The following bandwidth prices are for the whole company and not per user.

Bandwidth	Monthly Charges
10Mb	£ 80
15Mb	£ 115
20 Mb	£ 145
30 Mb	£ 200
40 Mb	£ 245
50 Mb	£ 285
Set-up fee	£100 (one off fee)

Additional costs	Unit	Monthly Charges
Access to infrastructure & CAT5 Network	Per Port	£7.50
Hub hosting in Comms Room	Per U	£35
Standard IT Support Rates	Per Hour	£70

There is no lengthy contract to sign up to, you will have unlimited uploads and downloads, a Service Level Agreement with 24/7 support, DDOS protection and a backup/failover line.

We can offer you your own company VLAN, DHCP providing automatic addressing and static IP addresses/port forwarding, should you require these.

The set-up fee covers IT support to configure our switch, set up VLANs, wire up the connection, test the line and provide connection information.

Should you require additional support with setting up your connection or the network within your office, this will be charged at our standard IT rates.

This per user charge can be minimised if you have a wireless router in your office or a mini hub.



3 Telephone System

We are very aware that our reception is often the first impression that your clients will have of your company and we strive to go the extra mile to ensure that your clients are met with a friendly face and a very professional service.

We have a fully digital telephone system which enables us to answer all calls with your own company name before transferring calls on to your office extensions, voicemail or any external numbers of your choosing. We ensure that your company number(s), extensions and voicemail are programmed and tested prior to your moving in – we even record individual voicemail messages for each user.

There is no charge for maintenance, programming, connections, line rental, patching alterations. Each office is provided with a complimentary main telephone number and you will also receive itemised bills free of charge at the end of each month.

Telephone System	
Main company telephone number	Complimentary
Personalised telephone answering by our professional receptionists	Complimentary
Digital handset with voicemail, speed dialling, conference facilities etc.	£15 per handset pcm
Connection fee, programming/patching alterations	Complimentary
All outgoing calls	BT business rates
Itemised billing (showing all calls made by each person/extension)	Complimentary

Optional Extras	
Additional telephone number (first number included in licence fee)	£12.50 per month
Non geographic (e.g 0330) telephone number	£15.00 per month
Additional voicemail mailbox	£10.00 per month
Analogue extension (e.g. for fax lines)	£12.50 per month
Telephone messages taken by CBC House staff & emailed to client	£0.50 per message
Fax service for incoming and outgoing faxes	Complimentary

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4 Meeting Facilities

Bookable through reception, our impressive **Boardroom** will create the right professional environment in which to do business with your clients. The room can host 14-16 delegates around the central table and up to 30 in a theatre style. You will have access to free WiFi, 60" Smart TV (with HDMI connection), LCD projector, screen and flip charts. We also have an **Interview Room** for smaller scale meetings of up to 4 people.

Room	Interview Room	Boardroom
Per hour	£ 12	£ 30
Per half day (4 hrs)	£ 40	£ 115
Per day (8 hrs)	£ 70	£ 220



To ensure meetings run smoothly, all catering arrangements can be taken care of by our friendly team.

Catering		
Tea and coffee	per 5 serving pot	£ 4
	per 10 serving pot	£ 8
Chilled water – sparkling & still	per 8 serving jug	£ 4
Fruit Juice	per 8 serving jug	£ 4
Biscuits	per delegate	£ 0.50
Buffet Lunches	per delegate	from £5.50

*Please note that these prices apply to internal clients only.
Cancellation charges on non-confirmed bookings: Less than 24 hours' notice - 50%
24 hours or more - nil: No charge if re-let is obtained*

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5 Facilities & Services

Car Parking		
Dedicated staff parking space (per month)		£185
Full day (up to 8 hours)		£10
Half day (up to 4 hours)		£5
Per hour		£1.50
Visitor parking		Free for your visitors

Postage & Courier Services		
Customised franking logo – one off charge		From £60
Day to day mail with Royal Mail Mailmark®		+ 15% handling*
Courier service		POA

*Please note 1st class Mailmark® mail is cheaper than stamps and franked mail, even with the 15% added

Secretarial & Administrative Support *		
CBC House staff support services from 9am-5pm		£20 per hour
Before 9am and after 5pm		£25 per hour

* Minimum 15 mins

Photocopying		
Copies	Self Service	Printing by CBC Staff
A4 B&W (up to 250)	£ 0.08	£ 0.10
A4 B&W (251 - 500)	£ 0.06	£ 0.08
A4 B&W (501 - 1000)	£ 0.05	£ 0.06
A4 B&W (over 1001)	£ 0.04	£ 0.05
A4 colour (up to 250)	£ 0.15	£ 0.45
A4 colour (251 – 500)	£ 0.13	£ 0.35
A4 colour (500-1000)	£ 0.11	£ 0.25
A4 colour (over 1001)	£ 0.10	£ 0.15

Please note that A3 pages are double the cost of A4

Document Binding, Shredding, Scanning & Laminating		
Binding (plastic comb binding)		From £1 - £3
Binding (metal comb binding)		From £2 - £4
Confidential material shredding		£1.50 per 500 grams
Large bags for confidential waste with certificate of destruction		From £19.50
Scanning (first page/ thereafter)		£1.50 / £0.50 (A4)
Laminating		£1 per (A4)

Recycling		
Paper/cardboard – must weigh not more than 10kg per bag/bundle		£2.50 per bag/bundle
Confidential waste - with a certificate of destruction (if requested)		£19.50 per bag (max)
Metal/plastic/glass/toner cartridges		Complimentary

Miscellaneous		
Stationery/taxi bookings/newspapers/replacement keys		+ 10% handling fee

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6 Virtual Offices

We can provide your company with a modern corporate image with our **Virtual Office** facility, which includes:

- ✓ Personalised telephone answering including voicemail
- ✓ Calls transferred to you – no matter where you are
- ✓ A prestigious city centre business address and mail handling
- ✓ Access to our meeting rooms
- ✓ Reception and secretarial services
- ✓ Complimentary Fax facility

Our Virtual Office gives you the ability to keep in contact with your clients, wherever you are, without the worry of missing important calls. It is ideal for new business start-ups working from home, or for testing different locations. This is the perfect option for companies looking for a cost effective, time saving solution to running a business.

Virtual Office	
Includes dedicated telephone number, voicemail & business address	£90 pcm
Set-up fee	£50
Telephone Answering Only	
Includes dedicated telephone number and voicemail	£70 pcm
Set-up fee	£50
Additional Charges	
Telephone call charges	BT business rates
Additional telephone number (first number included in service fee)	£12.50 per month
Non geographic (e.g 0330) telephone number	£15.00 per month
Itemised telephone bill	Complimentary
Emailing telephone messages	£0.50 per message
Fax facility	Complimentary
Meeting rooms	See info sheet No 4
Touch down space	See info sheet No 7

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7 Touch Down Space

We also offer individual desk space for hire, so should you require an office for an hour or a day at a time. Once booked and verified, we can have you operating immediately. Everything needed for temporary space requirements can be arranged quickly and efficiently including of telephones, internet and meeting room usage.

Rates for Touch Down Space – Per Desk	
Per hour	£12
Per half day (4 hours)	£25
Per day	£50

Additional Features	
WiFi	Complimentary
Telephone call charges	BT business rates

All additional costs incurred are chargeable at our published rates

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