



## The facilities & prestige of a George Square office without the high overheads

- Just starting up - looking for a city centre corporate image and secretarial back-up?
- Constantly on the move - looking for a flexible base to see clients and work between meetings?
- Moving into Glasgow - looking for a high status address and office infrastructure without investing in premises and staff?

The City Desks virtual office service offers the most cost effective way to set up a city centre presence.

[www.citydesks.co.uk](http://www.citydesks.co.uk)



virtual offices

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## Workstation

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

This service has been designed to support new starts or businesses moving into Glasgow for the first time.

Workstations are available from £290 + vat per month on a minimum 3-month licence.

### Benefits

- An established address which adds value to your business
- An instant office including all back-up staff and equipment to save you time and hassle
- Your start-up costs are slashed letting you use your capital to build the business

## Mail Manager

Mail Manager gives you a G1 mailing address, your own personalised mailbox and a variety of mail handling options which can change daily to suit your business.

Cost is from £25 + vat per month or £65 as part of the City ID package.

### Benefits

- A prestigious address which adds value to your business
- The flexibility to change the way your mail is handled instantly

## Touchdown

Touchdown provides all the benefits of Workstation without the costs associated with a full-time office.

Business people constantly on the move or working primarily from home will benefit from this facility.

Book at short notice, drop in and meet clients, send emails, or collect mail.

The Touchdown service costs just £75 + vat per month for 30 hours of touchdown or meeting space.

### Benefits

- An instant office including all back-up staff and equipment saving you time, money and hassle
- Your start-up costs are slashed enabling precious capital to be used to build the business
- All the benefits of an established office location without the normal costs

## Call Manager

Call Manager gives you numerous call handling options including your own virtual receptionist answering the phone in your company name. Switch to Voicemail or forward your calls to another number instantly.

Call Manager costs from £50 + vat per month or £65 as part of the City ID package.

### Benefits

- Never miss a call
- The flexibility to change to Voicemail or call forwarding instantly





## Upgrade to City Desks Inclusive

City Desks Inclusive provides a full business solution encompassing the Touchdown, Call Manager and Mail Manager services - a full virtual office for £125 per month + vat. Office space, meeting space, mail and call handling are all included in this inclusive business support package designed to support the new start or business people needing a central location in Glasgow without the normal overheads associated with setting up an office.

Service	Workstation	City Desks Inclusive	Touchdown	City ID	Call Manager	Mail Manager
George Square office	✓					
24 hour office access	✓					
Fully equipped Touchdown space		✓	✓			
8.45 - 5.15 access		✓	✓			
30 hours of office space per month		✓	✓			
George Square postal address	✓	✓		✓		✓
Email address	✓	✓		✓		
Mail collection/forwarding	✓	✓		✓		✓
Allocated Fax number	✓	✓		✓	✓	
Allocated phone number	✓	✓		✓	✓	
Personalised call handling	✓	✓		✓	✓	
24 hour remote access Voicemail	✓	✓		✓	✓	
Call Divert	✓	✓		✓	✓	
Free Broadband access	✓	✓	✓			
Full secretarial services	✓	✓	✓	✓	✓	✓
Bookable meeting rooms	✓	✓	✓	✓	✓	✓
Informal meeting space	✓	✓	✓			
Complimentary tea/coffee	✓	✓	✓			
Rentable cube locker	✓	✓	✓	✓	✓	✓
<b>Price per month (excl VAT)</b>	<b>£290</b>	<b>£125</b>	<b>£75</b>	<b>£65</b>	<b>From £50</b>	<b>From £25</b>



### BY CAR

From M8 westbound - Exit at Junction 15. Follow the road straight through 4 sets of traffic lights. At the 5th Set of traffic lights turn left into North Hanover Street. George Square is directly ahead and George House is on the left hand side at the bottom of North Hanover Street. Car parking facilities are available at Queen Street Station, Buchanan Galleries or an NPC car park in Montrose Street.

### BY TRAIN

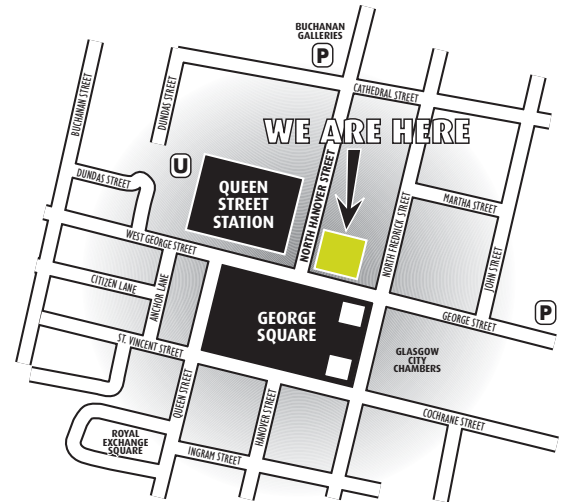
City Desks is next to Queen Street Station, directly opposite the North Hanover Street exit. It is 10 minutes walk from Central Station or alternatively there is a regular link bus between the two rail stations.

### BY UNDERGROUND

The nearest Underground station is Buchanan Street. City Desks is approximately two minutes walk away.

### BY AIR

Glasgow International Airport is approximately 8 miles away. There is a regular express bus service to and from the airport direct to North Hanover Street.



### City Desks,

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