

BUSINESS OFFICE PACKAGES

PRICES		PER MONTH	PER YEAR
OFFICE RENTAL	Open space office <i>(approx. 45 m²)</i>	475	5'700
	Duo office rental <i>(approx. 22 m²)</i>	675	8'100
	Solo office rental <i>(approx. 17 m²)</i>	875	10'500
TELEPHONE INSTALLING	Set cost (once)	300	
PACK A (mailbox)	Lump sum	125	1'500
PACK B (Telephone reception)	Telephone reception services (up to 15 calls per day)	300	3'600

BUSINESS OFFICE PACKAGES	PACK « A »	PACK « B »	OFFICE RENTAL
Mail services			
Registration of company's registered office at our address (if no office rental)	√		
Handling and signing for post and parcels	√		
Pick up your post as often as you like during business hours	√		
Forwarding of your mail to any location on daily basis (forwarding of the content by scan on request)	√		
Telephone services			
A dedicated local phone number		√	
A receptionist to answer your calls in your company greeting		√	
Transfer of your calls to your phone number if available		√	
Messages emailed to you		√	



	PACK « A »	PACK « B »	OFFICE RENTAL
Use and access			
Fully furnished and equipped office			✓
Unlimited private office use			✓
Cleaning services			✓
Business support			
Plate with company's name on ATEP business center's door			✓
Company's name on the building mailbox	✓		
Free access to meeting room (up to 15 persons)			✓
Free WIFI access and refreshments on each visit			✓
Cafeteria			✓
Access to printing, scanning, fax services			✓