


COST SAVINGS AT A GLANCE

Base serviced offices can save you more than 50% of costs associated with leasing conventional office space. A company can have significant savings in both capital and monthly expenses required to set up and maintain an office.

	CONVENTIONAL OFFICE SPACE LEASE	BASE SERVICED OFFICES 
Capital expenses:		
Office fit out (carpets, decorations, air conditioning units)		Included
Office equipment (printer, copier, fax machine etc)		Included
Office furniture (desks, chairs, tables, filing cabinets etc)		Included
Office security (fire alarm, CCTV security)		Included
Telecommunications (telephone system, lines, appliances)		Included
IT (network infrastructure, internet connectivity)		Included
Meeting rooms (conference & presentation equipment)		Included
Kitchen fit out (refrigerator, coffee machine, water dispenser etc)		Included
Installation costs for all the above		Included
	€6000 (rough estimate)	INCLUDED

Leased offices are usually associated with dilapidation costs whereby a tenant is required to return the premise in its original condition.

Monthly expenses:

Office rent (office with reception area and conference room)	€450	Included
Common expenses	€30	Included
Utilities (electricity, water)	€150	Included
Telephony & internet	€100	Included
Municipality fees	€20	Included
Kitchen supplies	€50	Included
Cleaning	€100	Included
Maintenance & repairs	€50	Included
Depreciation of fit out	€50	Included
Reception staff (salary, contributions etc)	€1000	Included
	€2000 (rough estimate)	INCLUDED

Furthermore, Base serviced offices offer you the flexibility to:

- Upsize or downsize your office space with minimum expenditure in response to your organisation's needs.
- Have a rental agreement for short or extended terms for as long as you need.
- Ready for immediate use, thereby minimising the downtime associated with setting up and moving into a leased office.