


## 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	<b>BASE</b> SERVICED OFFICES 
<b>Capital expenses: (small office with reception area &amp; conference room)</b>		
Office fit out (blinds, decorations, air conditioning units)	2000	Included
Office equipment (printer, copier, fax machine etc)	1000	Included
Office furniture (desks, chairs, filing cabinets, reception desk, conference table)	2500	Included
Office security (fire alarm, CCTV security, burglar alarm)	2500	Included
Telecommunications (telephone system, lines, appliances)	1000	Included
IT (network infrastructure, internet connectivity)	500	Included
Conference & presentation equipment	500	Included
Kitchen fit out (refrigerator, coffee machine, water dispenser etc)	500	Included
Installation costs for all the above	500	Included
	<b>€11000 (rough estimate)</b>	<b>INCLUDED</b>

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

<b>Monthly expenses:</b>		
Office rent (small office with reception area and conference room)	€450	Included
Common expenses	€50	Included
Utilities (electricity, water)	€150	Included
Internet	€50	Included
Kitchen supplies	€50	Included
Cleaning	€100	Included
Maintenance & repairs	€50	Included
Depreciation of fit out	€100	Included
Reception staff (salary, contributions etc)	€1000	Included
	<b>€2000 (rough estimate)</b>	<b>INCLUDED</b>

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.