

Additional Information

Set Up Charge	One off charge of £150 to set up the licence
Deposit	One months rent
Term	Minimum 3 months, then rolling monthly with one month's written notice
Rent	Payable monthly in advance by standing order
Keys	Two patented keys are issued with each office – additional keys can be ordered at £10 each
ID Cards	Everyone working in Eagle Tower must have their own ID card. Cards cost £10 each and this applies to new, replacement, lost, stolen or damaged cards All visitors are issued with a visitor badge when they arrive and must return this before they leave
Chargeable Services	Invoiced separately with payment due within 7 days
Broadband and Telephones	Clients are responsible for making their own arrangements regarding installation of phone lines but must use one of our authorised contractors to patch the lines through to their office. Additional guidelines are available on request
Furniture	All offices come unfurnished. We are happy to recommend local suppliers
Meeting Rooms	Meeting rooms are available to tenants at discounted rates. A pricelist is available on request
Office Cleaning	Carpets are vacuumed once a week and bins emptied daily if left outside office
Parking	Limited spaces are available to tenants on short-term licences at a cost of £55 per month. These are available on a first come, first serve basis. Visitor's parking is available and can be booked via reception
Photocopying	A black and white photocopying service is available at a charge of £0.06 per copy
Postage and Faxing	A pricelist is available on request
Postal Deliveries	Post is sorted at reception and tenants are emailed when it is ready for collection
Postal Collections	Post must be at reception by 4.45pm
Signs/Posters	The placement of signs or posters on office doors, walls or windows must be arranged and approved by building management
Value Added Tax	All prices quoted exclude VAT

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