

## Additional Information

<b>Set Up Charge</b>	One off charge of £150 to set up the licence
<b>Deposit</b>	Two month's rent
<b>Term</b>	Minimum 3 months, then rolling monthly with one month's written notice
<b>Rent</b>	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