



**your**  
perfect  
**BUSINESS**  
partner

SERVICED OFFICES  
GEORGE SQUARE 



➤ COMBINES CONTEMPORARY WORKSPACE AND CUTTING EDGE TECHNOLOGY

# base office

OFFICE SPACE WITH AN EXTRA DIMENSION!

SITUATED IN THE HEART OF GLASGOW, IT COMBINES CONTEMPORARY WORKSPACE AND CUTTING EDGE TECHNOLOGY FOR INDIVIDUALS AND BUSINESSES.

WE OFFER BESPOKE OFFICE SOLUTIONS

GEORGE SQUARE BASE OFFICE • GEORGE SQUARE VIRTUAL • GEORGE SQUARE MEET

ALL WHICH ARE TOTALLY FLEXIBLE TO MEET YOUR NEEDS AS THEY CHANGE.

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## GS: BASE OFFICE

HAVING A BASE OFFICE AT GEORGE SQUARE SERVICED OFFICES GIVES YOU ACCESS TO THE FOLLOWING SERVICES.

- PRESTIGIOUS ADDRESS WITH BUSINESS LISTING
- PROFESSIONAL WORK ENVIRONMENT
- INCOMING AND OUTGOING MAIL HANDLING SERVICE
- PERSONALISED TELEPHONE ANSWERING
- MAIL FORWARDING
- CALL / MESSAGE / EMAIL FORWARDING
- EMAIL ADDRESS
- PROFESSIONAL OFFICE MANAGEMENT SERVICE
- FIRST CLASS CONFERENCE, MEETING AND INTERVIEW ROOMS
- LATEST COMMUNICATIONS AND PRESENTATION TECHNOLOGY
- MAIL BOX
- POSTAL SERVICES
- DIGITAL ELECTRONIC DICTATION
- CATERING SERVICES
- DEDICATED SUPPORT STAFF
- HIGH SPEED INTERNET ACCESS
- IT EQUIPMENT SUPPLIED
- DESKTOP AND NETWORK CONNECTIVITY VIA CAT5 CABLING
- SECURE LAN CONNECTION
- FAX/MODEM CONNECTION
- SECURE COMMS ROOMS FOR EQUIPMENT STORAGE
- NETWORK CONSULTANCY, IMPLEMENTATION AND MANAGEMENT
- IT SUPPORT SERVICES
- CONFERENCE AND MEETING ROOMS IDEAL FOR BOARD MEETINGS, INTERVIEWS, PRESENTATIONS AND TRAINING (ALL ROOMS AVAILABLE ON AN HOURLY, HALF-DAILY AND DAILY BASIS)
- DEDICATED CONFERENCE CO-ORDINATOR
- ADMINISTRATIVE SUPPORT
- PHOTOCOPYING
- DOCUMENT STORAGE
- FAXING
- NATURAL DAYLIGHT IN ALL ROOMS





➤ TOTALLY FLEXIBLE TO MEET YOUR NEEDS AS THEY CHANGE

#### ALL BASE OFFICE SUITES ARE FULLY EQUIPPED WITH THE FOLLOWING

- MODERN FURNITURE
- FULLY CARPETED
- DIGITAL TELEPHONE
- DATA SOCKETS
- FREE INTERNET ACCESS
- FAX

#### THE TELEPHONIST TEAM

THE GEORGE SQUARE TELEPHONIST TEAM ARE VERY MUCH "THE FRONT LINE" OF OUR CENTRE.

- ANSWER ALL CALLS IN YOUR COMPANY'S NAME
- PRESENT YOUR COMPANY AS IF IT "OWNED THE PLACE"
- SCREEN YOUR CALLS AS DIRECTED
- ROUTE TO PERSONAL VOICEMAIL IF BUSY OR AWAY
- ROUTE TO MOBILES OR OTHER NUMBERS IF REQUIRED
- PROVIDE MOBILE NUMBERS/EMAIL ADDRESSES, IF AUTHORISED
- PROVIDE SMS MESSAGING ALERTS

#### THE RECEPTION TEAM

- SORT INCOMING AND FRANK OUTGOING MAIL
- ANNOUNCE OR RECEIVE DELIVERIES
- WELCOME VISITORS
- BOOK MEETING ROOMS
- PROVIDE BEVERAGE SERVICES
- ORGANISE CATERING
- ORDER STATIONERY, NEWSPAPERS, TAXIS AND COURIERS

#### OPERATIONS MANAGEMENT

ALL OUR STAFF ARE TRAINED TO UNDERSTAND THE IMPORTANCE OF SUPPORTING YOU, PROJECTING YOUR CORPORATE IMAGE AND GENERALLY FACILITATING THE NEEDS OF YOUR TEAM.

THE OPERATIONS MANAGEMENT WILL PROVIDE:

- FULL SUPPORT ON THE PHONE SYSTEM AND BROADBAND SERVICE
- NEW EMPLOYEE INDUCTION TO THE BUILDING INCLUDING TRAINING ON SECURITY AND ACCESS SYSTEMS
- FURNITURE, STORAGE AND BUILDING MAINTENANCE, AS REQUIRED



➤ EVERYTHING YOU NEED TO RUN YOUR BUSINESS AT A FRACTION OF THE PRICE

# virtual meet

## GS: VIRTUAL

GEORGE SQUARE VIRTUAL GIVE YOU EVERYTHING YOU NEED TO RUN YOUR BUSINESS AT A FRACTION OF THE PRICE OF RUNNING AND MAINTAINING A TRADITIONAL FIXED OFFICE. JUST SOME OF THE ADVANTAGES OF TAKING VIRTUAL OFFICES WITH GEORGE SQUARE INCLUDE:

- PRESTIGIOUS ADDRESS
- PROFESSIONAL WORK ENVIRONMENT
- INCOMING AND OUTGOING MAIL HANDLING SERVICE
- PERSONALISED TELEPHONE ANSWERING
- PROFESSIONAL OFFICE MANAGEMENT SERVICE
- EXECUTIVE LOUNGES
- ALL VIRTUAL OFFICES HAVE HIGH SPEED INTERNET ACCESS
- MEETING AND INTERVIEW ROOMS
- LATEST COMMUNICATIONS AND PRESENTATION TECHNOLOGY
- DEDICATED SUPPORT STAFF

GEORGE SQUARE VIRTUAL PROVIDES A COMPELLING OPTION FOR BUSINESSES, PARTICULARLY START-UPS, MOBILE BUSINESSES AND THOSE LOOKING TO EXPAND INTO NEW MARKETS. THE SERVICE GIVES ACCESS TO BUSINESS CENTRE FACILITIES WITHOUT THE EXPENSE INVOLVED WITH PHYSICAL SPACE.

GEORGE SQUARE PROVIDES THE PEOPLE, INFRASTRUCTURE AND TECHNOLOGY YOU NEED, ENABLING YOU TO WORK HOWEVER, WHENEVER AND WHEREVER YOU CHOOSE.

“*George Square have been a god send to our company. Without them we wouldn't be in business*”

DR GARETH TOAL  
WORK MEDICAL

## GS: MEET

GEORGE SQUARE SERVICED OFFICES OFFER A UNIQUE SERVICE TO BUSINESSES THAT NEED A CITY CENTRE LOCATION, ON A AD-HOC BASIS, FOR MEETINGS. YOUR CLIENTS WILL THINK YOU HAVE ANOTHER LOCATION IN THE CITY CENTRE, ADVANTAGES INCLUDE:

- MULTIPLE MEETING ROOMS
- HIRED BY THE HOUR
- SECRETARIAL SERVICES
- PRESTIGIOUS ADDRESS
- PROFESSIONAL OFFICE MANAGEMENT SERVICE
- DEDICATED CONFERENCE CO-ORDINATOR





➤ A STIMULATING AND FRIENDLY PROFESSIONAL BUSINESS ENVIRONMENT

# serviced office?

## WHY USE GEORGE SQUARE SERVICED OFFICES?

### SAVE TIME AND MONEY ON SETTING UP

IT CAN TAKE MONTHS OF VIEWING JUST TO FIND A SUITABLE OFFICE. THEN IT USUALLY TAKES MORE MONTHS OF EXPENSIVE LEGAL FEES IN THE NEGOTIATION OF A LEASE. REFURBISHMENT, CARPETING, INSTALLATION OF TELEPHONE, IT AND SECURITY SYSTEMS, CONNECTION OF TELEPHONE LINES, EQUIPPING WITH FURNITURE, ARRANGING INSURANCE AND MAINTENANCE CONTRACTS, INTERVIEWING CLEANING COMPANIES AS WELL AS POSSIBLY OTHER SUPPORT STAFF AND SETTING UP EVERY DAY SUPPLY ARRANGEMENTS CAN TAKE MORE MONTHS AND BE EXTREMELY COSTLY.

*YOU CAN SAVE ALL THIS VALUABLE TIME AND THE ONEROUS SET-UP COSTS OF £2500 ON AVERAGE PER PERSON BY SIGNING A SIMPLE CONTRACT AND BE ABLE TO MOVE IN WITHIN 24 HOURS.*

### MINIMISE YOUR RUNNING COSTS

IN A SERVICED OFFICE THE MONTHLY FEE COVERS RENT, RATES, UTILITIES, CLEANING, MAINTENANCE, SECURITY, BUILDING INSURANCE, FURNITURE, PROVISION OF COMMUNICATION SYSTEMS, KITCHEN FACILITIES AND SUPPLY OF DOMESTIC CONSUMABLES, TEA/COFFEE/COOLED DRINKING WATER AND MOST IMPORTANTLY A PROFESSIONALLY STAFFED RECEPTION.

*THE BUSINESS CENTRE INDUSTRY CALCULATES THAT UNITS OF LESS THAN TEN PEOPLE ARE BETWEEN 25% AND 40% BETTER OFF IN SERVICED OFFICES THAN IN THEIR OWN INDIVIDUAL OFFICE. THAT CAN SAVE UP TO £9000 PER PERSON PER ANNUM.*

### BE PART OF A DYNAMIC ENVIRONMENT

AT GEORGE SQUARE BUSINESS CENTRE OCCUPANTS SHARE A STIMULATING AND FRIENDLY PROFESSIONAL BUSINESS ENVIRONMENT WITH A SMALL NUMBER OF OTHER DYNAMIC COMPANIES. THIS GIVES THE ADVANTAGE OF THE COLLEGIATE SUPPORT AVAILABLE WITHIN LARGE CORPORATIONS AND ALLOWS EXCELLENT NETWORKING OPPORTUNITIES.

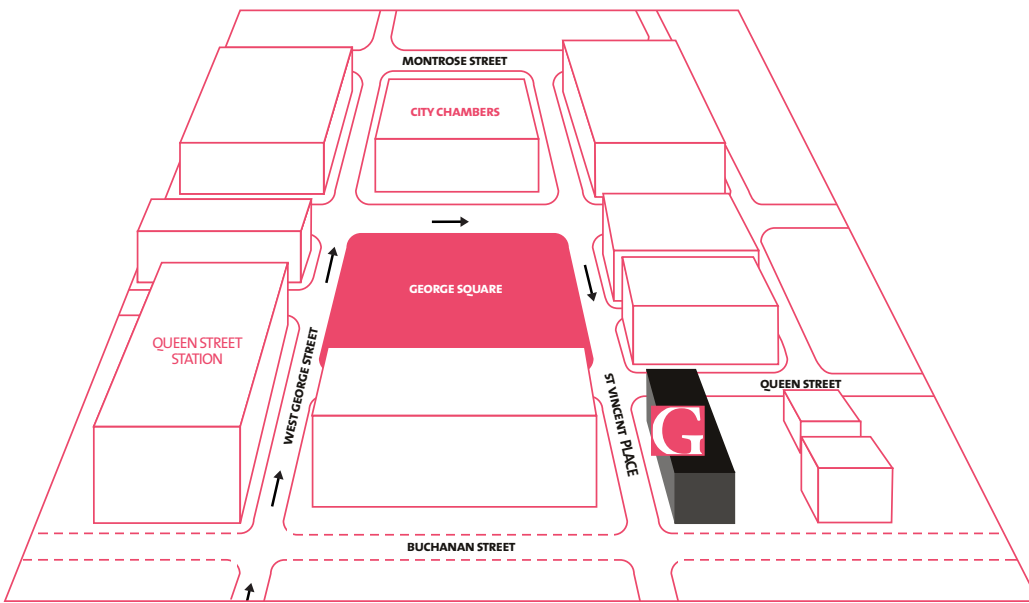
### ENJOY SHORT-TERM FLEXIBILITY

IN UNCERTAIN TIMES IT IS PARTICULARLY IMPORTANT TO BE ABLE TO RESPOND QUICKLY TO CHANGING CIRCUMSTANCES. YOU CAN EXPAND OR CONTRACT WITHIN A BUILDING WITHOUT PENALTY AND STILL KEEP THE SAME ADDRESS AND TELEPHONE NUMBERS, USE THE FACILITIES OF ANOTHER CENTRE ELSEWHERE IN THE UK OR MOVE OUT, WITHOUT FURTHER COSTS, AFTER GIVING NOTICE.

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➤ IDEAL CITY CENTRE LOCATION



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