



ALBANY HOUSE
SERVICED OFFICES

SCHEDULE OF SERVICES

Service	Monthly Charge
TELEPHONE SYSTEM	
Digital Extension Including a digital display, hands-free, conferencing telephone handset	£22.00
Fax Extension For use with fax – includes DDI number for incoming calls	£22.00
Voicemail Box Company or personal	£12.50
Broadband Internet Access	£15.00/user
Additional DDI Telephone Number First number included within Licence Fee	£ 10.00
Personalised Telephone Answering:	
Full call management: All calls answered in your company name and announced to the person receiving the call. If the person being called is either engaged on another call or away from their desk, then the caller is offered the options of either holding, leaving a message or being transferred to a colleague as appropriate.	£1.20 / call
Itemised billing per extension	£7.50
All outgoing calls charged at standard BT Rates	
PHOTOCOPYING and SCANNING	
Scanning	15p / page
Self Service photocopying	15p / page
Colour photocopying	50p / page
FAXING	
Incoming	25p / page
Outgoing	£1.00 / page



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BOARDROOM HIRE	
Boardroom hire rates apply to the first 10 hours of usage in any given month. Subsequent bookings in the same month attract a 50% discount on the below rates.	
One hour	£35.00
Half day	£120.00
Full day	£200.00
FURNITURE	
Additional items of furniture are available as follows:	
1 x Crescent Desk or Double Wave Desk	£25.00
1 x Swivel Chair	£15.00
1 x 3-drawer pedestal	£15.00
1 x 4-drawer filing cabinet	£20.00
1 x 3-shelf bookcase	£15.00
MISCELLANEOUS	
Parking in Albany House car park	£60.00
Tea / Coffee / Milk / Sugar / Chilled Filtered Water <small>As much as you can drink! This service will be added to your invoice as standard but can be removed on request.</small>	£15.00/pers/ month
Courier Service	£Cost + 25%
Catering in boardroom	£Cost + 25%
Company nameplate for directory in entrance hall	£50.00 <small>(one-off charge)</small>
Mail Franking and Collection <i>(Items for collection only – 20 pence per item)</i>	Cost + 25%
Admin Support <i>(Minimum 15 mins)</i>	£30.00/hr



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Terms and Conditions

The services offered in this Schedule Of Services are provided under the following terms and conditions:-

All service requests for new services or items of furniture or changes to existing services should be made via reception. We will attempt to process your request as quickly as possible.

To hire the meeting room please make your booking via reception or book online at www.albanyhouse.co.uk/meeting-rooms Please confirm if you have any catering requirements.

Requests for additional items of furniture to be installed will incur an installation charge of £25.00. Requests for surplus items of furniture to be removed from an office will incur a removal charge of £25.00.