

Serviced Offices Packages

	Competitors	Signature Space Serviced Office
Rental inclusive of:		
Prestigious Business Address	Available	Available
Fully furnished Office Suites		Available
Bilingual Receptionist Assistance		Available
Personalized call screening and answering in your Company's name during office hours (8.30am – 6.00pm, Monday to Friday)	Available	Available
Message-taking and Call Diversions	Available	Available
Complimentary Incoming/Outgoing Local calls		Available
Phone Lines Subscription		
Meeting Room Usage: Min. 5 Hours Per Month		Available
Daily Fresh Fruits		Available
Espresso & Coffee, Brewed tea and Distilled Water		Available
Daily Cleaning, Electricity and Utility charges		Available
Pantry Services upon request		Available
Waiver of charges for Standard Building Maintenance, Management and Security		Available
Unlimited Broadband Internet/WIFI Connection Access	Available	Available
Digital PBX Telephones with Personalized DID Telephone Lines and Customizable Voicemail		Available
Daily Mail handling for all Postal Mails, Packages and Mail Receipts	Available	Available
Use of IDD calls and Fax Services at prevailing charge rates(0% mark-up)		Available
Access key cards for 24-Hour access to Office Premises		
Private keys to your Office Suite	Available	Available
Air-conditioning from 8.00am - 6pm on Weekdays, 8.00am to 1.00pm on Saturdays		Available
Access to Daily newspapers and selected magazines at Reception Area		Available
Monthly Detailed Billing For Your Verification	Optional	Available
Dedicated Admin/Secretarial Services	Optional	Available
Flexbile Expansion/Downsizing Office Suites		Available

Additional services:

Available at preferred rates

Additional hours for meeting room usage
 Additional Telephone Line
 Directory Signage (One-time charge)
 Photocopying and Printing
 Scanning
 Book Binding
 Local courier services
 International courier services
 Incorporation services
 Accounting/Auditing/Book-keeping