

# LINK UP BUSINESS CENTRES



A Serviced Office provides an instant office solution where by an individual or company can take a fully furnished, communication ready office

Link Up Business Centres offer the best office solutions - providing high quality workspaces and office services that give customers the very best in terms of location, systems and environment. In addition to serviced offices, we also offer a "virtual office", meeting and training rooms, and offices for hire by the hour or day!! Link Up Business Centres offices deliver maximum customer benefits - the range of products has total flexibility, providing customers with cost-efficient office solutions with simplicity, speed and minimum financial risk in an ever-changing business world.

At Link Up Business Centres we provide a comprehensive range of office services for our permanent and virtual customers, as well as customers of our meeting and training rooms. Our focus is on customer service - ensuring that you project the finest corporate identity and operate efficiently at all times.

Our staff have extensive experience providing services to and supporting people and companies operating out of serviced offices or executive suites - or operating as a virtual tenant.

We provide all of the serviced office facilities and administration services you would expect.

## **Who uses Serviced Offices?**

Serviced Offices are used by a complete range of companies from a one person start up to a blue chip multi national that may require hundreds of workstations for a client project with an anticipated duration that would not enable a standard lease to be taken.

Between these two examples are a whole range of companies with many varied reasons for requiring serviced offices, such as bridging the gap between the lease expiry and the signing of the new lease agreement; when rapid company expansion is anticipated therefore a flexible lease is required or a company who wishes to locate a team close to a client site for particular project.

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## What are the benefits of using Serviced Offices?

### **Flexible lease/license structure:**

Allowing a company to expand and contract as the needs of the business change and staff levels fluctuate. The minimum stated length of term is generally 3 months however we are willing to entertain shorter terms at a premium. For clients who sign for a 12 month term they will often be able to negotiate a rent free period.

### **Ease of Occupation:**

Our staff are used to dealing with companies moving into their offices and can provide a solution that will minimise the disruption to a company allowing them to focus on running their business. Link Up will be able to have space ready for occupation within 24 hours.

### **How is the office space priced?**

We have a range of prices, as within a building different offices command different rents dependant on level of natural light and the size of office. The prices quoted are based on a price per office per month and this is inclusive of rent, service charge, furniture, electricity, lighting, air conditioning and use of reception facilities.

### **What is a business centre? How is it different from a traditional office?**

Link Up business centre is conveniently located. With Link Up business centre you get a complete, professional office environment included in one monthly fee. You'll also get professional receptionists, state-of-the-art telephone and IT services. With traditional offices, you have to navigate the costly and time-consuming world of setting up and configuring your workspace. Before you can be productive, you must:

- Pay for altering office space
- Sign a fixed-length office lease
- Provide office furniture
- Contract with multiple service providers (phone, Internet, maintenance)
- Employ office staff
- Buy or rent office equipment
- Build or configure connectivity infrastructure
- Spend time, resources and money

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## **What types of terms come with Link Up business centre?**

Using a Link Up business centre for your office space solution couldn't be easier, especially when compared to renting traditional office space. We give you control over the term of your executive office agreement — from three months to two years — so you have the ability to adapt your space as your business changes. And with our professional executive office staff you have on-demand access to administrative support and office equipment without hiring a permanent staff or making a capital investment.

## **What if my office space needs change?**

No problem. At Link Up, we have several sizes of offices available; you can change when you want to change, subject to availability.

## **Can I choose my office configuration?**

Link Up business centre offer various configurations to suit your office requirements. You do not incur any of the costly setup fees involved in renting traditional office space. Choose from a single person office, a large executive office — all fully furnished and equipped. All Link Up offices come equipped with our advanced IT and telecom packages.

## **Do I need to supply my own office equipment?**

No. We have contemporary office furniture, high-speed Internet connectivity, fully staffed reception areas and well equipped kitchen area. When you lease or rent office space the traditional way you must fit-out the entire office to your specifications at your own expense, which can take weeks or even months. With Link Up business centre you can begin working immediately.

## **What is a Link Up virtual office?**

A Link Up virtual office provides all the benefits of a prime office location, without the need for you to be there. Virtual offices offer a vital business address in the heart of Dubai. Professional virtual office operators offer live call handling using your business name. Your Link Up virtual office number is equipped with seamless call forwarding so you'll never miss a call. Plus you have 24-hour remote access to your Link Up virtual office voicemail. Mail received at your virtual office business address can be forwarded anywhere in the world by postal mail or facsimile or held for pickup.

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## **How does a virtual office allow my business to grow?**

You can easily test the UAE markets with a Link Up virtual office without the need for capital investment. With your virtual office agreement you also receive priority access to Link Up meeting rooms for your meeting needs. When your organization needs a physical office you are able to keep the same business address and phone numbers from your virtual office upon upgrading to a physical office in the business centre. With your virtual office operator handling your inbound calls and messaging, you can focus on growing your business.

## **How does virtual office call forwarding work?**

A Link Up virtual office operator will answer your calls in the name of your business. Based on your specific instructions, your virtual office operator will seamlessly forward your calls to your specified number (a cell phone for when you're on the road, a central office phone or your home phone) anywhere in the world.

## **How are my virtual office phone messages handled?**

Should you be unavailable, your virtual office operator will direct your callers to your virtual office voicemail/ You can even have your virtual office messages e-mailed directly to you! You'll never miss a message with a Link Up virtual office.

## **How does virtual office mail forwarding work?**

Virtual office mail forwarding services will forward postal mail received at your virtual office business address to your preferred location, fax it worldwide or hold it for you to collect.

## **Does a Link Up virtual office include a solution for meeting with clients or associates?**

In addition to your virtual office business address and message handling, you will have access to the Link Up meeting room on a pay-per-use basis. This service is great for those times when you need to conduct business face to face.

## **Reception Services**

Our friendly staff, always dressed in formal & professional attire, will greet your guests and introduce their arrival to you, or direct them to a pre-booked meeting room as directed. All our Client Liaison staff have English as their primary language.

They are there to react immediately to all of your needs, as if you employed your own full time staff.

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## **Secretarial Support/Personal Assistant**

Our experienced, professional and friendly staff will assist you on a fee-for-time basis for all secretarial services. This includes:

- Binding
- Shredding
- Filing
- Scanning
- Laminating
- Word processing
- Spreadsheet development
- PowerPoint presentations
- Photocopying (black & white and colour)
- Internet and E-mail
- Facsimile
- Errands
- Distributing mail (no charge)
- Catering arrangements and serving to guests for functions in meeting rooms
- Serving of drinks and cleaning up after for your guests

## **Furniture**

Included in your room rental is a solid desk; draw pedestal, executive swivel chair, secure bookcase and guest chairs. Additional furniture is carried on the premises and available to you for hire. This includes small round meeting tables and chairs which are popular in the larger offices and suites.

## **Kitchen Facilities**

The kitchen is equipped with a fridge, microwave, dishwasher, coffee machine and miscellaneous items. We operate an electronic system for all drinks and snack foods.

## **Office Supplies**

We carry a range of popular office supplies in-house and order online all your additional requirements with next day delivery. Urgent needs will be met by our secretarial staff shopping for you at nearby stores. Personalised stationery and printing can also be arranged using our preferred suppliers, using either your existing artwork modified to suit the new location, or created specifically for you.

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## **Postage & Courier**

We hand deliver all received mail daily as part of our inclusive room rental. We also deliver outgoing mail daily to Emirates Post at no extra charge. We also have a daily courier pick up.

## **Printing & Photocopying**

We operate high performance digital copiers and colour laser with network connections. This means that you can 'print' a document directly to a copier when you require multiple copies. This offers you not only better quality than printing and thereafter copying, but added convenience of sending large print jobs to the printer directly from your desk. We offer both black & white and full colour, double-sided copying. You only need to enter your access code (if printing or copying at the machine) and you are self-sufficient, or alternatively you can request our staff to do the copying (and binding) for you. Bulk copy rates available.

## **Fax**

We offer a full faxing service, carried out by our friendly staff. We can also send your originals to an email address on the fly, without needing time consuming processes such as first scanning the document and then emailing the file.

## **Security & Building Access**

You will have 24 hour access, 7 days a week to your office, without having to make any prior arrangement. The offices are individually keyed for your own security.

## **Signage**

You can have your company name individually signposted in the ground floor lobby. Tenants of our suites can also have their own signage to their private reception area. Please discuss your specific requirements with us.

## **Utilities**

Your electricity, water, air-conditioning and heating and building maintenance is included in your rental.

## **Other Facilities**

Our Client Liaison staff will be happy to arrange for Hotels, Hire Cars, laundry Services to name but a few, we will try to accommodate any reasonable request.

# **LINK UP<sup>®</sup>**

**LINK UP Business Centre**

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