

email: info@bcn575.com

### PROPOSED SERVICES FOR PERSONAL DESK

## \_\_ Description:

- Receipt of correspondence and packages (small volume). Receiving and sending faxes. Immediate notification of certificates and urgent mail.
- Use of postal address as registered office and place of business. Business address at Gran Via de les Corts Catalanes, 575, 1° 1°, 08011 Barcelona.
- Free use of the conference room for 2 sessions/week (60-minute-duration), pending previous reservation. For longer sessions, managers must be consulted. It includes use of over-head projector, whiteboard, etc.
- Scanner, photocopier, printing (maximum 20 sheets daily).
- Access and full use of kitchen-office with all its equipment.
- Communication and participation in all the networking activities of the BCN575coworking community.
- Assigned work desk with office chair, own lightning, shelves, locker with key to keep personal belongings, etc.
- Internet cable connection (optical fibre of Movistar), wifi in all areas. Possibility of your own landline.

#### Calendar and timetables:

The BCN575coworking follows the official Barcelona working calendar. Besides, we take 22 days on holidays organize in the following way: 15 days in August and 7 days through the rest of the year. We communicate these days at the beginning of the year.

PERSONAL DESK FULL TIME	8:30h until 20:00h from Monday to Friday 24/7 SERVICE
PERSONAL DESK PART TIME	09:00-14:00H from Monday to Friday
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	15:00 until 20:00H from Monday to Friday
	table will remain free outside these hours

#### Rates and economical conditions:

1 PERSONAL DESK FULL TIME	225,00€/month
1 PERSONAL DESK PART TIME	145,00€/month

- -VAT not included (currently 21%).
- -These conditions will apply until February 2016.
- -OTHER OPTIONS: 2, 3 PPEOPLE TEAM, ALTERNATE DAYS, ETC.PLEASE CONSULT



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# PROPOSED SERVICES FOR NOMAD DESK

## \_\_ Description:

- Work desk with office chair, own lightning, shelves
- Internet cable connection (optical fibre of Movistar), wifi in all areas.
- Scanner, photocopier, printing (maximum 20 sheets daily)
- Access and full use of kitchen-office with all its equipment.

#### Calendar and timetables:

The BCN575coworking follows the official Barcelona working calendar. Besides, we take 22 days on holidays organize in the following way: 15 days in August and 7 days through the rest of the year. We communicate these days at the beginning of the year

NOMAD FULL TIME	9:00h until 20:00h from Monday to Friday
NOMAD PART TIME	09:00-14:00h from Monday to Friday
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	15:00-20:00h from Monday to Friday
	table will remain free outside these hours

## Rates and economical conditions:

1 NOMAD FULL TIME -WEEK	125,00€/week
1 NOMAD FULL TIME-DAY	35,00€/day
1 NOMAD PART TIME-DAY	20,00€/day

<sup>-</sup>VAT not included (currently 21%).

<sup>-</sup>These conditions will apply until February 2016.

<sup>-</sup>OTHER OPTIONS: 2, 3 PPEOPLE TEAM, ALTERNATE DAYS, ETC.PLEASE CONSULT.



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# PROPOSED SERVICES FOR MEETING ROOM

# \_\_ Description:

- Use of meeting room with prior reservation made directly or via email
- Prior preparation of the room with central meeting table (9 persons max) or for a conference (12 persons max)
- Use of room equipment: digital projection system, connection to wifi and cable internet access (100 mb)
- Use of office photocopier-scanner.
- Access and full use of kitchen-office with all its equipment

# \_\_Rates and economical conditions:

1 FULL TIME	90,00€
1 PART TIME	50,00€

<sup>-</sup>VAT not included (currently 21%).

<sup>-</sup>These conditions will apply until February 2016

<sup>-</sup> OTHER OPTIONS: ALTERNATE DAYS, RECURRING RESERVATIONS. PLEASE CONSULT.



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# **GENERAL CONDITIONS FOR CONTRACTING**

ID or passport (scanned). We also need bank details and name of the company or contract holder.
Payment is organized by direct debit from the bank account. For not continuing hiring the service, the contract holder has to communicate it before the 20th of the previous month.
_Service is paid in advance between the first and the second of each month.
Signing document pledging good use of the facilities