

## OFFICE SERVICE MILAN & ROME

### With this plan is included:

- Prestigious business address (as your own) to print on your stationery
- One unique telephone number per workstation. You can either give out this telephone number or divert it when you are out or unavailable
- 24 hours voice mailbox
- Fax number
- Beautifully furnished office with full time receptionist to greet guests
  - complete cleaning and building maintenance services
  - light, heating and air conditioning
- A pool of secretaries available Monday to Friday for a complete range of secretarial services such as:
  - calls answered by professional receptionist in your company name
  - gather mail, relay telephone, fax and email messages
- Fire, accident and third part insurance; anti-theft device
- **COMPLIMENTARY NETWORK CARD**, identifies Executive Service clients and allows the *free of charge* use of an office, for a working day every month in any of the domestic Executive Service Centres

### We offer a range of additional services, at preferential rates:

- ✓ Registered office
- ✓ Meeting rooms daily rental
- ✓ Translators, interpreters and hostesses
- ✓ Parking/garage

### Opening Hours:

Access to Centres:		Secretarial Assistance:
<b>MILAN</b>	Monday to Friday from 7:30 to 23:00, Saturday from 8:00 to 15:00	Monday to Friday from 8:30 to 18:00, overrunning
<b>ROME</b>	Monday to Friday from 8:00 to 23:00, Saturday from 8:00 to 15:00	Monday to Friday from 9:00 to 18:30, overrunning

ALL MAJOR CREDIT CARDS ARE WELCOME: Diners Club, American Express, Cartasi, Visa and Bancomat

EXECUTIVE SERVICE NETWORK is also available in Rome, Brescia, Catania, Florence, Genoa, Palermo and Turin.

ExecutiveSERVICE  
network

ALLIANCE NETWORK

### Sample Rates:

	From a minimum of:		To a maximum of:	
	MILAN	ROME	MILAN	ROME
<b>1 desk office</b>	€ 980,00	€ 750,00	€ 1.450,00	€ 950,00
<b>2 desks office</b>	€ 1.650,00	€ 900,00	€ 1.850,00	€ 1.300,00

<b>MINIMUM COMMITMENT</b>	Quarterly
<b>PAYMENT</b>	Quarterly, in advance
<b>DEPOSIT</b>	Equivalent to 2 months instalment
<b>MONTHLY/YEARLY CONTRACTS</b>	Available on request
<b>PERIODICAL VARIATION</b>	According to cost of living index
<b>VAT</b>	20%

### YOUR OFFICE IN MILAN OR ROME AT 300,00 € PER MONTH !!!

THIS EXTRAORDINARY OFFER INCLUDES THE FOLLOWING EXCLUSIVE SERVICES:

<b>"TOP VIRTUAL OFFICE" SERVICE</b>	It provides a prestigious business address, personalized telephone line, fax number and qualified multilingual secretarial assistance to help you manage phone calls and mail.
<b>ONE DESK OFFICE</b>	You will be able to use a beautifully furnished one desk office, ideal for business meetings and interviews, <b>5 days per month</b> , whenever you choose.
<b>NETWORK CARD</b>	Free-of-charge. Expiring yearly.

Executive Services Business Centres S.p.A.

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