

OFFICES & MEETING ROOMS DAILY RENTAL MILAN & ROME

You can utilise our private offices and meeting rooms, fully furnished and equipped, for business meetings, small conferences, training courses and interviews.

The plan includes:

- Booking of the room for the day/s requested, depending on availability and number of participants
- A pool of qualified multilingual secretaries available to greet guests/visitors and receive incoming phone calls, following Client's instructions
- Wi-Fi Internet connection area
- Flipchart
- Refreshments
- Access to Centre: Monday to Friday from 8:30 to 19:00; overtime, Saturday and holidays on demand

Booking:

- The Client must reserve the office or meeting room in advance, by giving the following information:
 - number of participants
 - equipment required: pc projector, flipchart, fast Internet connection
 - any particular requirements (coffee-breaks, small breakfast etc.)
- CANCELLATION: written cancellation shall be accepted if received at least **48 working hours** before the date of the booking. Otherwise booking rate shall be charged.
- PAYMENT: in advance plus refundable deposit and earnest for expenses equivalent to the number of days booked.

Additional services

- ✓ Audio visual equipment
- ✓ Incoming and outgoing faxes and e-mails
- ✓ Colour photocopier with network printing device
- ✓ Translators, interpreters and hostesses

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

THIS EXTRAORDINARY OFFER INCLUDES THE FOLLOWING EXCLUSIVE SERVICES:	
"TOP VIRTUAL OFFICE" SERVICE	It provides a prestigious business address, personalized telephone line, fax number and qualified multilingual secretarial assistance to help you manage phone calls and mail.
ONE DESK OFFICE	You will be able to use a beautifully furnished one desk office, ideal for business meetings and interviews, 5 days per month , whenever you choose.
NETWORK CARD	Identifies Executive Service clients and allows the <i>free of charge</i> use of an office, for a working day every month in any of the domestic Executive ServiceCentres. Free-of-charge. Expiring yearly.

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

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

Rates:

MEETING ROOMS				
ROOM FOR MAXIMUM 6-8 PEOPLE				
	PREFERENTIAL RATES*		STANDARD RATES	
	MILAN	ROME	MILAN	ROME
2 hours, minimum	€ 100,00	€ 50,00	N/A	€ 60,00
Half day	€ 150,00	€ 80,00	€ 180,00	€ 90,00
Full day	€ 200,00	€ 115,00	€ 230,00	€ 135,00
ROOM FOR MAXIMUM 10-12 PEOPLE				
	PREFERENTIAL RATES*		STANDARD RATES	
	MILAN	ROME	MILAN	ROME
Half day	€ 180,00	€ 95,00	€ 210,00	€ 110,00
Full day	€ 250,00	€ 140,00	€ 280,00	€ 160,00

ONE DESK OFFICES				
	PREFERENTIAL RATES*		STANDARD RATES	
	MILAN	ROME	MILAN	ROME
2 hours, minimum	€ 55,00	€ 40,00	N/A	€ 50,00
Half day	€ 90,00	€ 60,00	€ 110,00	€ 75,00
Full day	€ 110,00	€ 90,00	€ 130,00	€ 105,00

*PREFERENTIAL RATES reserved to customary Clients or Network Card Clients only
VAT 20%

Executive Services Business Centres S.p.A.

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