

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 330,00 € 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 Service Centres. 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 Rome, Brescia, Catania, Florence, Genoa, Livorno and Palermo.

Rates:

| MEETING ROOMS | | | | |
|-------------------------------|---------------------|----------|----------------|----------|
| ROOM FOR MAXIMUM 6-8 PEOPLE | | | | |
| | PREFERENTIAL RATES* | | STANDARD RATES | |
| | MILAN | ROME | MILAN | ROME |
| 2 hours, minimum | € 100,00 | € 60,00 | N/A | N/A |
| Half day | € 150,00 | € 90,00 | € 180,00 | € 110,00 |
| Full day | € 200,00 | € 130,00 | € 230,00 | € 150,00 |
| ROOM FOR MAXIMUM 10-12 PEOPLE | | | | |
| | PREFERENTIAL RATES* | | STANDARD RATES | |
| | MILAN | ROME** | MILAN | ROME** |
| Half day | € 180,00 | / | € 210,00 | / |
| Full day | € 250,00 | / | € 280,00 | / |

** Service not available

| ONE DESK OFFICES | | | | |
|------------------|---------------------|----------|----------------|----------|
| | PREFERENTIAL RATES* | | STANDARD RATES | |
| | MILAN | ROME | MILAN | ROME |
| 2 hours, minimum | € 55,00 | € 50,00 | N/A | € 60,00 |
| Half day | € 90,00 | € 75,00 | € 110,00 | € 85,00 |
| Full day | € 110,00 | € 110,00 | € 130,00 | € 125,00 |

*PREFERENTIAL RATES reserved to customary Clients or Network Card Clients only
VAT 21%

Executive Services Business Centres S.r.l.

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