

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:
MILAN	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
ROME	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, Livorno and Palermo.



ALLIANCE NETWORK

Sample Rates:

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

MINIMUM COMMITMENT	Quarterly
PAYMENT	Quarterly, in advance
DEPOSIT	Equivalent to 2 months instalment
MONTHLY/YEARLY CONTRACTS	Available on request
PERIODICAL VARIATION	According to cost of living index
VAT	21%

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	Free-of-charge. Expiring yearly.

Executive Services Business Centres S.r.l.

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