



## Services offered by Seedamm Business Center AG

### Overview of services and prices (list of charges)

#### **1 Fully furnished office and company seat inclusive of basic service package**

Optional services in addition to basic package:

- Business services
- Premium services

#### **2 Services offered with temporary use of office space**

Local presence at prestigious business address for domicile companies

#### **3 Domicile addresses**

Mail address (c/o address)

#### **4 Temporary use of office and meeting space**

#### **5 Optional services / Charges**

## 1 Fully furnished office and company seat

### inclusive of basic service package

prices per month in CHF

Starting from 700

- Office rental fee depending on size and location (10-20 m<sup>2</sup>) inclusive of use of common areas

To make sure that you can fully concentrate on your core business, Seedamm Business Center supports you by offering the following professional service packages of your choice:

#### Basic service package (included in office rental)

- use of meeting rooms upon reservation (up to 10 hours/month)
- costs for Swisscom fixed network and Internet connection (exclusive of Swisscom charges)
- welcoming of your business partners and guests including beverage service (coffee, tea, soft drinks)
- beverages consumed in the office (coffee/ tea/ soft drinks)
- running costs such as office cleaning, electricity, heating, water (exclusive of garbage charges)
- final cleaning

#### Optional elements in addition to basic package:

##### Business service package

250

- standardized company sign on company welcoming board on 3<sup>rd</sup> floor exclusive of costs for lettering
- shared use of letterbox exclusive of one-off costs for name plate
- postal service (exclusive of postal charges)
- own telephone number together with voice mail service and/or fax number inclusive of installation and forwarding to destination number

##### Premium service package

390

- standardized company sign on company welcoming board on 3<sup>rd</sup> floor and in the lobby, inclusive of costs for lettering
- shared use of letterbox inclusive of name plate
- postal service (exclusive of postal charges)
- own telephone number with voice mail service and/or fax number inclusive of installation
- telephone service (up to 50 telephone calls/ forwarded calls per month) – answering of incoming calls on behalf of your company or forwarding to destination number from 50 assignments onwards: per telephone call/ forwarding 2.80

#### Deposit for office tenants

3 monthly rents

#### Domicile companies with permanent use of office premises

1<sup>st</sup> and 2<sup>nd</sup> domiciliary company free of charge, from 3<sup>rd</sup> company and for each half-year period or part thereof (per company) per year 200

For further optional services upon request, see list of charges

## 2 Services offered with temporary use of office space

prices per month in CHF

### Premium package

535

- local presence at prestigious business address
- up to 8 business days of office space use and/or max. 10 hours of meeting room use per month, included, by prior reservation, on a first-come, first-served basis
- use of offices and meeting rooms upon reservation (10 hours/month)
- standardized company sign on company welcoming board on 3<sup>rd</sup> floor exclusive of costs for lettering
- own telephone and/or fax number
- telephone service, inclusive of costs for Swisscom fixed network and Internet connection
- postal service, inclusive of forwarding and packaging of mail (separate charges for postage)
- welcoming of your clients
- beverages (coffee/tea/ soft drinks)
- running costs such as office cleaning, electricity, heating, water (exclusive of garbage charges)

### Business package

430

- local presence at prestigious business address
- up to 4 business days of office space use and/or max. 4 hours of meeting room use per month, included, by prior reservation, on a first-come, first-served basis
- standardized company sign on company welcoming board on 3<sup>rd</sup> floor exclusive of costs for lettering
- postal service inclusive of forwarding and packaging of mail (exclusive of postal charges)
- own telephone and/or fax number and forwarding to destination number (without telephone service)

For additional costs for the use of offices and meeting rooms and further additional services, see list of charges

### Economy Package:

350

- local presence at prestigious business address
- up to 2 business days of office space use and/or max. 2 hours of meeting room use per month, included, by prior reservation, on a first-come, first-served basis
- standardized company sign on welcoming company board on 3<sup>rd</sup> floor exclusive of costs for lettering
- postal service inclusive of forwarding and packaging of mail (exclusive of postal charges)

For additional costs for the use of offices and meeting rooms as well as additional services, see list of charges

### Deposit for domicile companies

1'000

### 3 Domicile addresses

Mail address (c/o-address) 190

- Postal service inclusive of forwarding and packaging of mail (separate charges for postage)

For optional services, see list of charges

### 4 Day office / Conference room – temporary use of premises

prices in CHF

<b>Office space</b>	per hour	40.00
	per day	180.00
	by subscription (10 days of your choice per year) upon reservation / costs per day CHF 160.00	1'600.00
	by subscription (20 days of your choice per year) upon reservation / costs per day CHF 150.00	3'000.00
	by subscription (30 days of your choice per year) upon reservation / costs per day CHF 140.00	4'200.00
	by subscription (40 days of your choice per year) upon reservation / costs per day CHF 130.00	5'200.00
	by subscription (50 days of your choice per year) upon reservation / costs per day CHF 120.00	6'000.00

#### Conference room – optional for all solutions including external users

Conference room small	upon reservation	per hour	40.00
Conference room large	upon reservation	per hour	50.00

*Each started hour will be charged as a full hour. Reserved time is fully charged.*

<b>Screen/Clickshare</b> – included for office tenants	per half day	30.00	per day	50.00
<b>Flipchart</b>				15.00

### 5 Optional Services – except where included

<b>Assignments</b>	per telephone call/fax/text message/e-mail	2.80	
<b>Document scanning/forwarding of e-mails</b>	per document	3.50	
<b>Sub-postal address</b> according to postal charges	for all companies	per year	80.00
<b>Basic fee for garbage</b>	for all companies according to the community of Freienbach	per year	80.00
<b>Own letterbox</b> – optional for office tenants, if available exclusive of costs for name plate		per year	150.00
<b>Organizational costs</b>			
Per company sign		at cost	
Letterbox name tag		at cost	
Installation fee (telephone/fax line)			80.00
<b>Telephone and fax service</b> – optional for domicile addresses		per week	170.00
		per month	350.00
	by subscription (20 days of your choice per year)		750.00
	by subscription (10 days of your choice per year)		400.00

**Postal service** – optional for office tenants with basic service package

P.O. box collections and forwarding of letters and packages (separate charges for postage)	per company / per month	150.00
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**Back office services and secretarial support**

Writing, editing and photocopying and further administrative work	per hour	120.00
Copy black/white	per piece	0.35
Copy colored	per piece	0.40

**Translations**

according to rates for translation

**Conference management**

per hour

120.00

**Legal services**

according to lawyer and notary fees

Legal advice, representation in court

Notarial services