



Forth House is an elegant Georgian building situated in the heart of Edinburgh's West End business district. Looking out over the charming and prestigious Rutland Square, this spectacular setting provides an ideal environment for any business.

INIGO VIRTUAL SERVICE

The INIGO Virtual service allows companies to take advantage of this prestigious location without having to incur the overhead costs of a full time office.

For a small fee, clients can use the address for all their correspondence, as well as for their marketing literature. Any mail received can either be held for collection or forwarded to the client, depending on their wishes.

To further enhance your business, we can also organise an Edinburgh telephone number for you. The calls would be answered by our team of PA's. They would answer in your Company name and would either take a detailed message, which would then be forwarded to you via email or text, or, should you opt for the full telephone answering service, you would also have the flexibility of having the calls transferred to you, wherever you happen to be! The caller is introduced to you and you can decide whether or not to take the call. If, however, you are not available, then a full and detailed message will be taken and passed on to you as per your instructions.

INIGO IN HOUSE SERVICE

As an INIGO In House Client you will have a beautifully furnished and lockable office, with access to the building at all times with your own personal front door key and alarm code.

The highly professional "front of house" team will happily provide a first class Reception / Meet and Greet service for clients and their colleagues as well as other secretarial support as and when required, i.e. postal, printing, photocopying, etc. Please see enclosed leaflet for a comprehensive list of services and corresponding charges.

There is a communal kitchen and complementary tea and coffee supplied for our In House clients and we are also happy to cater for working breakfasts/lunches as required. Again, details can be found on the enclosed leaflet.

As a resident you do not need to worry about hiring a cleaner or a reception team to sort out your daily post or to meet and greet clients. Sit back and let the buildings management team do it for you. It is included in the monthly rent! As a standard, the following services are included:

- ✓ A professional Reception Team
- ✓ Telephones lines and handsets
- ✓ Internet connection
- ✓ Daily Cleaning
- ✓ Utilities
- ✓ Fully Furnished Office
- ✓ 24 Hour Access
- ✓ Complimentary Tea and Coffee
- ✓ Business Rates & Building Insurance

The benefit of taking up residency in a serviced office is the flexibility to sculpture the length of stay around your business needs. Our standard term agreement is a three-month cancellation period on a 12-month rolling contract. This gives you the opportunity to take up temporary residency for a few months or use us as your long-term solution.

We look forward to welcoming you to Forth House in which ever capacity works for your business.

In House Services

Office Support

PA Services	£15.00 per hour
Envelopes / Labels	from £0.15 each
A4 Colour Printing	£0.20 per page
B & W photocopying (A3 & A4)	First 100 pages £0.10 per page
Scanning additional	£0.50 for first page & £0.10 for each

Office Supplies

Stamps (includes mail handling fee)	Cost plus 15% handling charge
Mail handling fee (if using own stamps)	£10 per month
Recorded delivery	Cost plus 15% handling charge
Special delivery	Cost plus £2.50
Stationery Ordering	Cost plus 10% handling charge

Telephony

Telephone extension (Includes digital display handset, line rental and number rental)	£25 each per month
Call Costs	Discounted Rates (Approx. a third of BT)

Broadband Internet Connections

Inigo are able to offer a bespoke service depending on the needs of your business. Let us know what you need and we can give you a price for the connection.

**The above services are provided at Forth House. Their cost is invoiced separately at the end of each month and prices are subject to VAT.*



As a guide, the most popular connections are as follows:

1mbps upstream / 1mbps downstream	£40 per person
5mbps upstream / 5mbps downstream	£60 per person
10mbps upstream / 10mbps downstream	£90 per person
Server hosting in Comms room	£30 per month

Telephone Answering

Your telephone calls can be answered in reception by our team of PAs. They will professionally answer your calls in your company name and screen out cold callers. If you opt for the 'message only' service a detailed message will be taken. Messages can be held for collection, emailed or texted to you. Alternatively the full telephone answering service offers you the flexibility to have calls transferred to you wherever you happen to be. Callers are introduced and you can decide whether or not to take the call. If you are not available a detailed message will be taken and passed on to you according to your instructions.

Message Only Service	£40 per month plus £0.50 per message taken
Full Telephone Answering	
Light (up to 50 calls per month)	£65 per company per month
Standard (up to 100 calls per month)	£100 per company per month
Executive (up to 200 calls per month)	£150 per company per month
Additional calls	£0.25 each

Additional Services

Room Move = £150.00 one off charge	Own photocopier surcharge = £20 per month
Registered Office Hosting = £250 per annum	Reprogramming telephone handsets = £5.00
Alarm call out charge = £50.00	Additional/replacement keys = £10.00 per key
Storage = £5.00 per archive box per month	

Virtual Services

Business Address	£50 per month
Registered Office Address (Only available with a business address)	£250 per annum / £20.83 per month
Telephony	
Message Only Service (Plus £0.50 per message taken)	£40 per company per month
Full Telephone Answering	
Light (up to 50 calls per month)	£80 per company per month
Standard (up to 100 calls per month)	£120 per company per month
Executive (up to 200 calls per month)	£175 per company per month
Text message transmission	£0.50 each
Office Support	
PA Services	£15.00 per hour
Envelopes / Labels	from £0.15 each
A4 Colour Printing	£0.20 per page

**The above services are provided at Forth House. Their cost is invoiced separately at the end of each month and prices are subject to VAT.*



B & W photocopying (A3 & A4)
Scanning
additional

First 100 pages £0.10 per page
£0.50 for first page & £0.10 for each

Office Supplies

Stamps (includes mail handling fee)
Mail handling fee (if using own stamps)
Recorded delivery
Special delivery
Stationery Ordering

Cost plus 15% handling charge
£10 per month
Cost plus 15% handling charge
Cost plus £2.50
Cost plus 10% handling charge

Meeting Rooms

Forth House has an elegant Board Room seating up to 12 people. The room boasts period features but also the latest technology with a large plasma screen facility. The Board Room is available for hire, by the hour, day, half day, giving you a quality environment in which to meet your clients or carry out training, interviews, seminars etc.

Board Room

£50 per hour
£325 per day (9am – 5.30pm)
All prices are excluding VAT

Meeting Room

£20 per hour
£140 per day (9am – 5.30pm)
All prices are excluding VAT

(Discount given for in house clients)

Cancellation of room bookings may incur charges as follows

Less than 24 hrs notice	100% charge
Less than 48 hrs notice	50% charge

Catering

Boardroom lunches	£8.50 per person
Working lunches	£6.50 per person
Cover charge (self-catering)	£1.50 per person
Pastries	£1.50 per person
Large pot of Coffee/Tea	£4.00 per pot
Pot of Coffee/Tea	£2.00 per pot
Biscuits	£2.50 per plate
Water	£2.50 per bottle
Orange/Apple Juice	£5.00 per large jug £3.00 per small jug
Breakfast Roll	£2.50

Equipment

Flipchart	Free of charge
-----------	----------------

**The above services are provided at Forth House. Their cost is invoiced separately at the end of each month and prices are subject to VAT.*

