



Falcon Business Centre



The Home for your Business...



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About Falcon Business Centre

Falcon Business Centre is about moving your business from its current location seamlessly or setting up your first office effortlessly.

It's about providing you with the location, the office space and the administrative support to enable you to create the very best impression within your market place as your business grows for your customers whilst providing the flexibility to accommodate any changes you might experience.

Falcon Business Centre is committed to:

1. Assisting you in growing your business
2. Acting with integrity in all its dealings with you
3. Exceeding your expectations
4. Providing a friendly and professional service to you and your customers
5. Being transparent in all its dealings with you



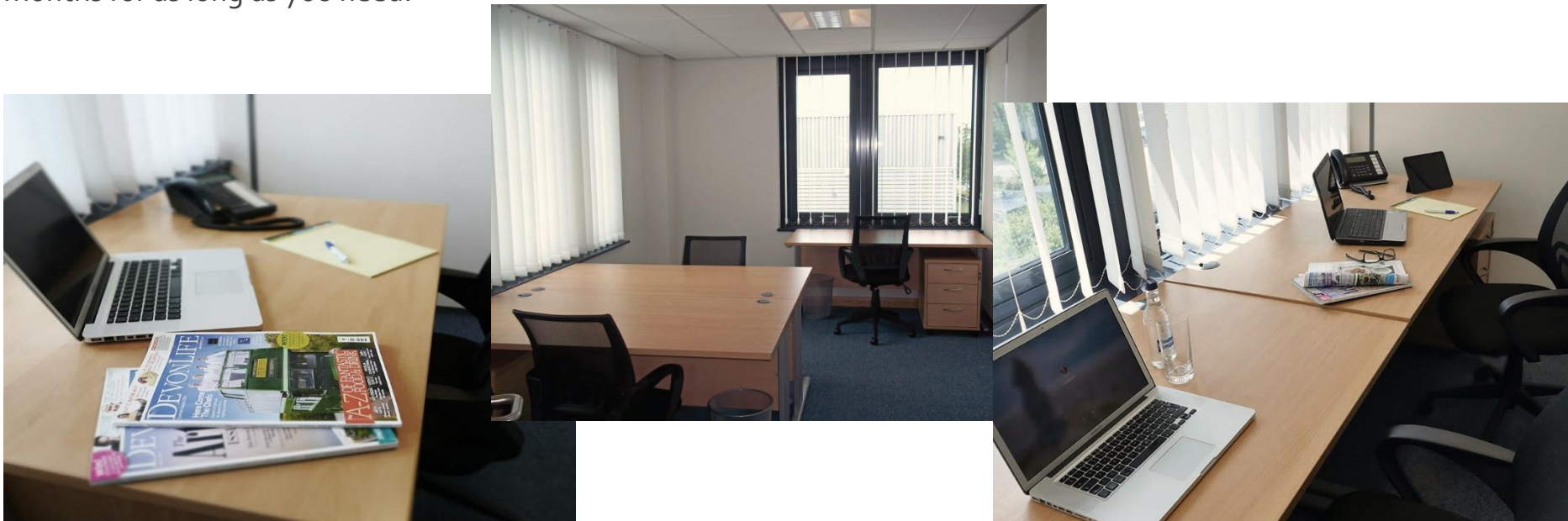
Our aim is to provide you with the necessary support for your business with a flexible contract which does not bind you to a long-term commitment



Our Products and Services

Offices

All our offices come fully equipped with high spec modern office furniture and neutral décor to enable you to create your Brand. Each ready-to-use private office – from single desk through to larger rooms are available for a minimum of 3 months for as long as you need.



Our offices are bespoke and can be tailored to your needs – if you want 3 desks, but only 2 telephone handsets and 1 hardwired internet connection then that is what we'll provide you with and more importantly it'll be reflected in the price.



Virtual Offices

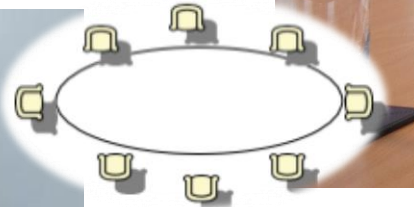
Our Virtual Offices provide full telephone and postal support together with the use of the Falcon Business Centre address helping your business create a professional presence. Alternatively choose from either our Call Handling or Business Address options.

Full Virtual Office		
Call Answering	£85/Month	Business Address
£50/Line/Month	<ul style="list-style-type: none">• Call Answering Service plus• Business Address Service	£50/Month
<ul style="list-style-type: none">• Calls answered by professional receptionist• All calls answered with your company name and personal greeting• Messages relayed by email or text• Geographical telephone numbers available	Whichever entry level you choose you are guaranteed to improve your business profile.	<ul style="list-style-type: none">• No mail limits• Post can be collected at your convenience• Can be upgraded to include mail forwarding• Preferential rates for Meeting Room bookings



Meeting Rooms

We have various meeting rooms designed to cater for all your requirements. All meeting rooms are furnished and set-up to provide you with a professional environment to deliver your message – from a 4-person meeting room to a 12-delegate boardroom with a 42" audio visual screen.



Meeting room availability can be booked by the hour, half day or day with reception.

All bookings are supported by a dedicated meeting room concierge who can arrange for refreshments, a buffet or even minute taking to be provided by prior arrangement.



Communal Areas

To promote your professionalism, we provide a welcoming reception area manned with experienced staff between 9am and 5pm, well versed in meeting and greeting customers.

Our Business Lounge provides a welcome alternative to an impersonal hotel. A less formal arrangement designed for those meetings that just need a cup of coffee in a relaxed environment with the added advantage of internet access for that important PowerPoint display.

In addition, we have 3 well-appointed kitchens equipped with everything you need to keep you going - whether it is a quick cuppa, a roomy fridge to store last night's leftovers or simply somewhere to heat them up.





Administration Support

We offer full secretarial support – whether you need assistance compiling an excel, word or power-point document or require exacting minutes to be taken our skilled administration staff can deliver a solution.

We also offer a postal franking service saving money on stamps and your time.



Utilities

Within your one monthly fee we include Wi-Fi internet access, electricity, water, maintenance and repairs, building insurance in addition to the contemporary styled office furniture.

Internet

Internet access to the building is via a dedicated optical lease line and is available as standard by Wi-Fi however, it is possible to arrange to be hardwired to ensure quality transmission of voice and/or data at high speeds if required.



Security

Access to the building is via a security 4-digit keypad or an individually programmed key-fob and there is a comprehensive CCTV system covering communal areas and all external access points. This means that with the high-level MI available all access to the building is recorded providing a high level of security and confidence to the tenants

Parking

There is limited parking on site with provision for one parking space per office.

Bicycles

For anyone wishing to cycle to work we have provision for undercover storage – so you can be a little healthier without compromise.

Telephones

We can provide you with your own dedicated geographical number exclusively for you to advertise and use to promote your business. This can be set up as a direct dial option transferring to reception for seamless telephone answering should you be busy or out of office. Alternatively, it can ring straight to reception depending on your preference with all calls answered and messages relayed as per your specifications.

All telephone handsets are enabled with speed dial, auto call back, speaker, call pick-up, hunt groups and many more features



Location

Falcon House is conveniently located for those needing easy access to the A38 to Exeter or Cornwall

Coming from Exeter on the A38: turn right at the Plympton turn off (Deep Lane). At the first set of lights turn right onto Sandy Road. Continue over the next two sets of traffic lights. At the roundabout take the third exit onto Holland Road, then take a right onto Eagle Road and Falcon house is on your left.

From Plymouth City Centre: Follow signs to A38. At Marsh Mills Roundabout take the 3rd exit onto the A38 slip road towards Exeter. Take the B3416 exit towards Plympton. Turn left and continue over the next set of traffic lights onto Sandy Road. At the roundabout take the 3rd exit onto Holland Road and turn right onto Eagle Road. Falcon House is on your left.





What's included

Facilities & Service Fees include:

- Contemporary furniture with ample storage
- Welcoming staffed reception
- Access to meeting rooms
- Wi-Fi internet access
- All utilities excluding Business Rates (depending on your circumstances you may qualify for Small Business Rate Relief)
- Service Charge
- Post service
- Business name/logo on tenants' board
- Maintenance
- On-site parking

The price we provide will set out the total monthly amount payable so that there is no confusion as to the amount you pay.

Depending on your requirements you can elect to include:

- Dedicated geographical telephone number
- Telephone handset
- Call Handling Service
- Hardwired Internet Access
- Static IP Address

Supplementary Facilities

- Document production
- Document scanning
- Outgoing post franking and dispatch
- Catering – buffets for meeting room delegates
- Additional geographical telephone numbers

All the above facilities are available with prices dependent on quantity and frequency required. A quotation can be obtained from the Centre Manager.



What this means to you:

- No hidden set up costs
- An office space you can truly make your own
- A fully functioning office ready the minute you need it
- High spec office furniture designed with you in mind
- Highly skilled administrative support
- Document typing available
- A warm and professional welcome for your visitors
- Meeting rooms of all shapes and sizes
(because we know one size doesn't fit all)
- Minute taking for your meetings available
- All utilities included in the one price
- 24- hour access 7 days a week via a pin code/key fob
- An enviable business address
- Free parking

"My business has been provided with excellent administrative support, without it I would have missed numerous business opportunities and potential clients. I would highly recommend this centre for its professional and friendly facilities"

"The offices are very client friendly and the team have been fantastically accommodating ensuring that all our needs are catered for"



Check out our other Centre...



Kingdom Business Centre

Providing Serviced Offices, Day Offices, Meeting Rooms and Training Facilities just off the A380 in Newton Abbot.

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