




Buyers guide to flexible space



Serviced Offices | Coworking | Memberships

Please contact us for further advice:

 **+44 (0) 207 100 2121**

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Introduction

Thank you for taking the time to read this guide to flexible workspace. We hope you find it informative and useful in the search for your next office.

When writing the guide we thought of producing a brief overview, however we believe it is important to provide you with a deeper understanding of what to look for and ask when deciding upon your space.

Should you have any further questions relating to your requirement, please do not hesitate to contact us contact@OfficesiQ.com





About us

Offices iQ are a leading broker of flexible offices and co-working space. Whether you're starting up, looking to expand, or a larger corporate organisation moving from fixed to flexible, our mission is to find you the ideal space which meets your requirements and fits your budget.

Utilising our free and impartial search service, our number one priority is providing you with a wide range of office and coworking options, that meet your individual needs.

There is no fee for using our service. Just three easy steps will see you in your new office.

- Offices iQ search available space
- You view the space
- Select the best option, move in and start working

Visit OfficesiQ.com and search for your ideal location or contact us and let us do all the work for you.

What is flexible space

There are a number of flexible space solutions available in the market today. Fundamentally they are all available within business centres both nationally and globally.



Private offices

- Your own private office or set of offices, occupied only by your staff.
- Offices can be for individuals or any size of team.



Coworking

- A Dedicated desk you work at every day within an office shared by multiple businesses.
- A Hot desk secures you a desk in the centre, however this may not be the same desk every day.
- Business lounges provide a more informal way of working. Usually available via memberships the lounge provides work benches, workpods, café style seating, collaborative seating and soft furnishings.



Memberships

- Memberships are available for all of the flexible spaces mentioned above. A membership will provide you with full time or part time access to your chosen product within a business centre or across all centres operated by a specific provider.

The benefits of flexible space

The benefit of flexible workspace include:

- One all-inclusive monthly invoice
Reducing your administration time
- Prices include office rent and typically all services, such as: Telephone, IT, utilities, security, cleaning and reception services
You really have no other services to waste time purchasing
- Your office provider will handle all services and suppliers on a daily basis
Leaving you free to focus on growing your business
- Space can be occupied over any time period
You only pay for space when you need to
- Ability to up-size, downsize and even move as required
Ensuring your space meets your changing business needs
- You are able to work nearer customers and home
Reducing commuting time and costs



How is flexible space priced

Regardless of the type of flexible space you occupy, there are a number of factors which will influence the price.



Location:

Serviced office prices are primarily influenced by location. You will pay more for space in London than Manchester and more for a city centre location than an out of town location.



Building Type:

A new purpose built building will typically command a higher price than a 30 year old building. Whereas iconic addresses regardless of age can be higher in price.



Term:

The longer period of time you agree to take the space, the lower your monthly costs will be.



Type & size of space:

Where the space is located in the building may impact the price.

An internal office with no natural daylight will cost less than an office with a window.

A double aspect corner room or a room with a stunning view will cost more than a standard room with a window.

Flexible Space vs Long Term Lease

If you are considering a long term lease for your next office – no problem we can find buildings for you. However we would ask how certain you are about the amount of space you need in the future. You don't want to be paying for space you aren't using or have half of your team in another location because you have run out of space. In addition consider the following services you need to purchase, manage and arrange payment every month.

Services you need to source and manage if you take a fixed lease

- Building rates rent services
- Building insurance
- Furniture
- Office equipment
- Security
- Utilities
- Cleaning
- IT Infrastructure
- Reception staff
- Office Manager
- Recycling
- Refuse
- Beverages
- Maintenance
- Telephones
- IT Systems & Infrastructure

Capital Expenditure

The capital expenditure required for fit out, furniture, telephone and IT systems can be significant. With flexible space there is no capital expenditure. Therefore these funds can be invested in growing your business.

How to find your ideal space

Find your ideal location and building

- Search free online at Offices iQ
- Or contact us and we will provide a shortlist

Review shortlist & request pricing

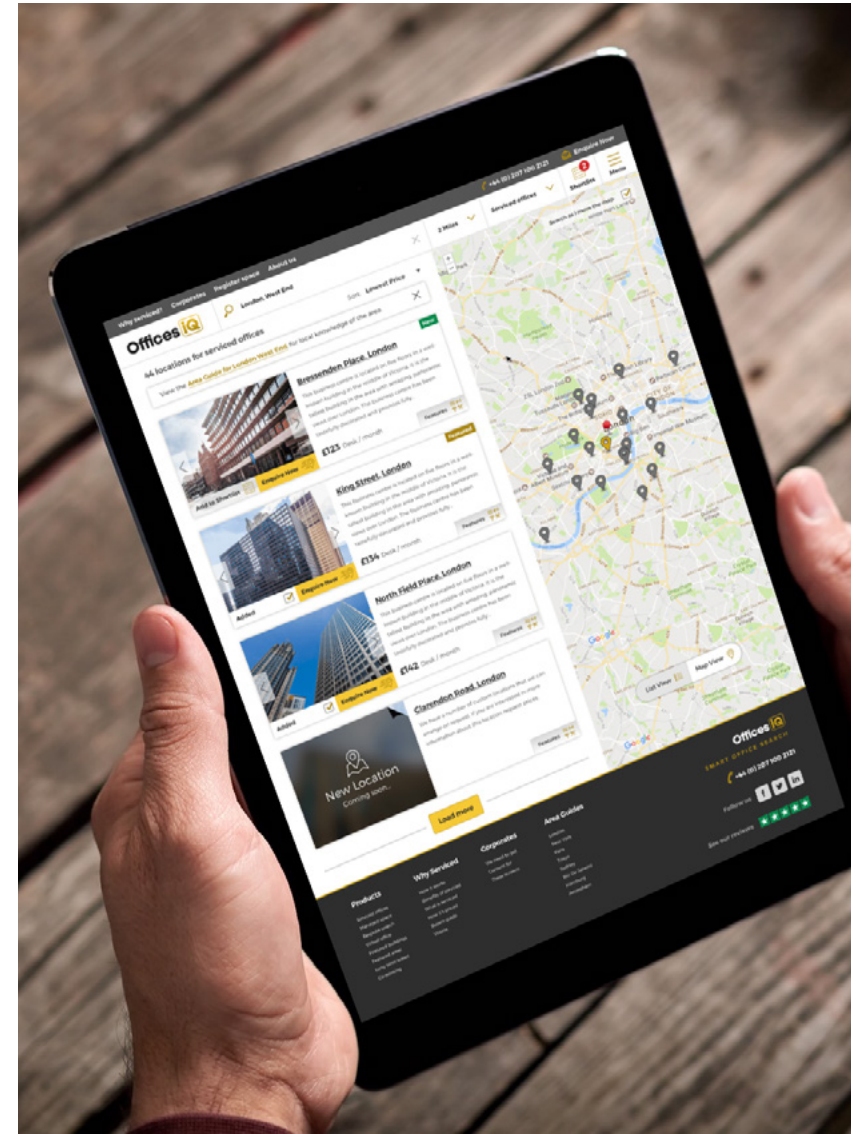
- Select locations of interest
- Offices iQ will negotiate the best price for you

View your selected locations

- Offices iQ will book viewings at your preferred time
- Tour each building and use the Offices iQ tour guide to ensure the space meets your needs

Make your decision

- Decide which location is best for you.
- Sign a simple one page agreement with the business centre
- Industry standard is to pay the business centre one month rent and 2 months security deposit prior to move in.
- You will never pay Offices iQ a fee



Ensuring the space is right for you

It is easy to get carried away when viewing potential space and forget to check the detail. Therefore we produced the Offices iQ viewing guide. We recommend you download the full version from our site and take to every viewing.

Office Space Viewing Guide

Offices **iQ**

Centre name:

Location:

Date:

Feature	Consideration	Circle Yes or No		Comments
Building	Reflects your company image	Y	N	
Parking	Sufficient parking spaces for team members	Y	N	
	Visitor parking spaces available	Y	N	
	Secure bicycle parking	Y	N	
Entrance	Secure entry system in to the building	Y	N	
	Disabled access	Y	N	
Reception	Appropriate quality to receive guests	Y	N	
	Pleasant welcome	Y	N	
	Manned reception and times	Y	N	
Communal areas	Good condition	Y	N	
	Business lounge for informal meetings	Y	N	
	Outside space to relax/lunch	Y	N	
Office	Enough space for all your team	Y	N	
	Good quality furniture	Y	N	
	Storage cabinets	Y	N	
	Are the desks big enough	Y	N	
	Enough power/IT floor boxes in correct positions	Y	N	
	Chairs comfortable to work in	Y	N	
	Is lighting sufficient	Y	N	
	Is there air-con/heating - does it work?	Y	N	
	Do the windows open for fresh air	Y	N	
	Décor in good condition	Y	N	
	Will the office be re-decorated?	Y	N	
	Clean carpets	Y	N	
Meeting Rooms	Meeting rooms available	Y	N	
	Suitable sizes	Y	N	
	Flip charts	Y	N	
	Projectors	Y	N	
	Tea/Coffee service	Y	N	
	Video conferencing	Y	N	
Kitchen	Well stocked with tea/coffee/milk	Y	N	
	Microwave	Y	N	
	Fridge	Y	N	
	Dishwasher	Y	N	
Print area	Seating to eat lunch	Y	N	
	Colour printer	Y	N	
	Scanner	Y	N	
	Shredder	Y	N	
	Tools: Staplers, hole punch, guillotine	Y	N	
	Recycling bins/boxes			
Bathrooms	Good condition	Y	N	
	Well stocked	Y	N	
	Showers	Y	N	
Transport	Airport	Y	N	
	Train Station	Y	N	
	Bus Stop	Y	N	
Local Amenities	Food stores	Y	N	
	Cafés Restaurants	Y	N	
	Gym	Y	N	
	Garages	Y	N	

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Next Steps

Whatever your requirement Offices iQ are ready to help.

Whether you wish to look at a specific location, complete a cost analysis across your whole portfolio or just require more information, please contact us.

We are happy to advise you at every step.



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