

*Space to grow your business*





*Setting up a Flexibase office is simple, affordable and easy, with flexible office space and lease terms to suit your needs. Whatever the size of your company, Flexibase offers exactly the space and support services you require to help your business grow and succeed.*

## **Who we are...**

Flexibase is a leading provider of serviced offices, meeting rooms and virtual office space. Designed and managed to the very highest standards, and supported by the latest technology, each provides a high quality working environment tailored to your exact needs. Whether you're looking for a simple office base, corporate headquarters or a virtual set-up, we offer you a flexible, adaptable solution for minimal capital outlay, leaving you free to concentrate on running your business.

## **What we offer...**

From a small office to a large open plan suite, we can provide exactly the space you require, available on flexible leasing terms from 3 months up to two years. Each centre provides a contemporary, professional environment, backed by a full range of business support services and optional extras, and supported by the latest IT and telecommunications infrastructure.

## **Why we're different...**

The difference with Flexibase is our personal approach. Each centre is managed by an on-site Centre Manager with the autonomy to make decisions from the ground up, and supported by friendly, approachable staff, trained to work with you as part of your team. The result is a service that is personal, fully accountable and offers the ultimate in flexibility.

### **BUSINESS SUPPORT**

Each Flexibase centre offers a full range of business support services including a friendly, professionally managed reception area, portraying a positive corporate image to visiting clients, and an on-site customer service team, with personal knowledge of your business, to answer your calls, handle administration and provide secretarial support.

### **SERVICED OFFICES**

We offer private, secure, offices of any size or combination, fully furnished and air-conditioned, with the option to expand or contract as your business dictates. Each is available for immediate occupancy, enabling you to move in with minimum disruption and without substantial set-up costs. Simply decide on the level of service, facilities and support you require – from basic administration through to sophisticated IT support.

### **MEETING AND CONFERENCE ROOMS**

We provide a full range of high quality, fully furnished meeting rooms, business lounges and conference suites, with catering, audio-visual equipment, administrative and IT support all available. Whether you're holding interviews, training sessions, board meetings or sales conventions, our flexible approach enables us to set up everything just as you require it, meet and greet with a smile, and ensure everything runs smoothly.

### **VIRTUAL OFFICES**

As a virtual office client, you'll benefit from a prestigious address, with full telephone, fax and mail services – at extremely low cost. Services can include anything from mail and message management to on-line telephony systems and ready-to-use meeting rooms. Simply choose the level of service you require, and your virtual office will be up and running within a couple of days.

# TriGate Business Centre

210 – 222 Hagley Road West, Birmingham.

## **Flexible space for you...**

With 12,000 square feet of serviced office space available, capable of housing up to 140 workstations, TriGate Business Centre offers plenty of options. The space available can accommodate any configuration, from an individual workstation up to an open plan suite, with the option to expand or contract, depending on your business. Ideal whether you require a simple office base, corporate headquarters or virtual office, TriGate offers exactly the space you require to suit your company.

## **Services to suit you....**

Whatever your requirements, Flexibase provides a full range of business support services to meet your individual needs. The professionally managed reception area offers a warm welcome to visitors and clients; our experienced customer service team will handle all your calls, administration and secretarial requirements; and our on-site Centre Manager has the authority to make all decisions, ensuring the ultimate in flexibility and personal service.

## **Facilities for you...**

Whether you require serviced office space or meeting rooms, TriGate Business Centre provides city centre specification at edge of town rates – a very attractive combination. All offices are air-conditioned, fully furnished to the highest standards and supported by the latest IT and telecommunications. All of which means you can move in with minimum capital outlay and start making and receiving calls straight away, without any disruption to your business. Likewise, you can run a virtual office from TriGate Business Centre and enjoy a Birmingham address and telephone number, while you work remotely, with all calls answered and forwarded.

## **The latest technology...**

All Flexibase offices are supported by the latest IT and telecommunications infrastructure, enabling you to take and make calls from the minute you walk into your office. Each office provides:

- > Company direct dial inwards (DDI) number
- > Personal extension and DDI numbers for each individual
- > Professional call answering service in your company name
- > Personalised voice mail accessible 24 hours a day
- > Full feature digital display handset for each workstation
- > Speed dialing
- > Option to divert calls to voicemail or redirect externally
- > Conference call options on each handset
- > Full handset training on arrival
- > Calls charged at BT standard rate, presented in a monthly statement
- > Optional headsets
- > Optional itemized billing



## **Comprehensive facilities included in your monthly rent:**

- > Fully furnished and air-conditioned offices
- > Private, secure space
- > On-site Centre Manager
- > Contemporary, welcoming reception area
- > Fully trained reception staff
- > Business rates
- > All utilities (heating, lighting and water)
- > Telephone answering service
- > Local area network – simply move in and plug in
- > Daily cleaning of office
- > CCTV
- > Full office maintenance and repair service
- > 24/7 access
- > Kitchen facilities including tea, coffee and fresh milk

## **Optional facilities:**

- > Furnished meeting rooms
- > Audio visual equipment
- > Catering
- > Business stationery
- > Colour photocopying
- > Franking service
- > Fax machine
- > Courier service
- > High-speed internet access
- > On-site parking

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- > Superior quality serviced office space and meeting rooms
- > Prime location to the west of Birmingham City Centre
- > 12,000 sq. ft available, housing up to 140 workstations
- > Flexible options, from a small office to an open plan suite
- > Fully furnished to the highest specification
- > Advanced IT and telecommunications infrastructure
- > Flexible leases from 3 months to 2 years
- > Staffed by friendly, professional Centre Manager and support team
- > Virtual offices available, offering a Birmingham address while you work remotely
- > Ideal for individuals, SME's and companies requiring a Birmingham base



## Where we are...

Enjoying a prime site to the west of Birmingham city centre, TriGate Business Centre is located on the Hagley Road West, offering a prestigious, well-known address. Just minutes from the M5 motorway and around five minutes drive from the city centre (outside of rush hour), it offers easy access to Birmingham's three central railway stations and all major routes in and out of the city. Move to TriGate Business Centre and enjoy all the benefits of a city location, without the hassle of commuter chaos.