

➤ **Fully Furnished Serviced Offices sizes and rates**

	<i>½ a day rates</i>	<i>Daily Rates</i>	<i>Weekly Rates</i>	<i>Monthly Rates</i>	<i>Qtrly Rates</i>	<i>Semi-Annual</i>	<i>Annual rates</i>
<i>Size and type of</i>	USD\$	USD\$	USD\$	USD\$	USD\$	USD\$	USD\$
Double-Office 24 sq. meters	110	200	800	2,500	7,000	9000	15,000
Small- half Office- 7.5 sq meters	50	75	200	800	2,000	3,500	5,500
Conference and meeting Rooms	250	400	Na	Na	Na	Na	Na
Hot Desks/ Work Stations	25	40	100	250	700	1200	2000

Note: All prices are inclusive of :

- *Office Furniture*
- *Access to Reception and Waiting Area*
- *Energy efficient ACs*
- *Wireless Internet*
- *Water Supply*
- *24 hrs Electricity*
- *24 Security*
- *Cleaning Services*
- *Toiletries*
- *Tea and Condiments*
- *Designated Parking*
- *Use of Conference room*
- *All Maintenance and Repairs*
- *Display of company sign on Directory*

***Exclusive of Taxes



➤ **Virtual Office services include the following:**

- A physical office in Freetown's Business hub
- A dedicated full-time office staff with reception
- A prestigious Freetown Address
- Option to use our in-office shared telephone system as your own
- Use of the address and phone details for business cards and Letterheads
- On-site assistance with your business incorporation needs
- Special rates for meeting rooms set in comfortable Surrounding

Your address would be similar to:

Your name / Company name
Our Prestigious Address
Freetown, Sierra Leone, W. Africa
(Actual address is supplied upon account approval)

Virtual Office rates:

Business address accounts are from \$40 per month:
3-Months: \$75 per month
6-Months: \$50 per month
12-Months: Only \$30 per month!

Initial Account Activity Deposit:
An initial \$30 deposit required for any activity costs.

Mail Handling:

You can select to have your mail forwarded daily, weekly or monthly
Service charge of \$25/month
Mail pickup is available by appointment and is a flat \$3 per pickup/day & \$30/month.

Meeting Room:

Available at \$15/ hour with a 2-hours minimum.
Should you require more hours per month or annual set time for meetings, please let me know and we can work a bundle package that will be flexible for you.

All rates are subject to change

Please accept this document as a proposal of service offerings from BSI. I thank you again for your interest in our company and service offerings. We kindly await your favorable response in this

For additional information, please contact:

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