

 **Instant**

Find your  
perfect office  
space, in three  
easy steps.



[www.instantoffices.com](http://www.instantoffices.com)

Your office. **Our business.**



We are **Instant**, the largest provider of flexible office space in the world. Every day we help people in business find office space in thousands of locations. And we do it all free of charge, online as well as by working closely with local sales teams that have an intimate knowledge of their marketplace. We're passionate, dedicated, professional and we're constantly developing our service to be as efficient and effective as possible.

Instant has developed a network that includes almost every operator of serviced offices in more than 75 countries. That network supports a customer base of over 100,000 businesses and organisations of all shapes and sizes; from small enterprises to large corporations – including 50% of the FTSE 100. We've helped each of them find the perfect space for their business and we'd like to do the same for you.

We also work with a large and rapidly growing number of other landlords that provide conventional leases, office sub-lets and shared office spaces, workshops and industrial spaces.

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## Why choose a serviced office?

If you're looking for a new location for your business and want as much flexibility as possible, then a serviced office is worth considering. Serviced offices mean you can move straight in – so you can focus on running your business. There are no big start up costs to consider, and no capital expense upfront. And if you're exploring new business opportunities in an unfamiliar location, it might well be quicker and easier to get established with a serviced office as your base.

**Serviced offices can also help if you need space as a response to unforeseen circumstances, like a flood – or a fire, or, if you need to build a team to tackle a special project within a fixed timescale. And serviced offices also mean you can opt for a short to mid-term lease – with no need to commit to the costs of a longer term agreement so if you grow you're in a much better position to move again if you need to. You could even move to a larger, or smaller, office within the same building.**

### The advantages a serviced office can offer

- > Fully furnished spaces mean you can move in and get going
- > You only pay for the space you need
- > Contracts from one month and upwards
- > No maintenance costs to pay
- > No long-term IT, telephone or broadband contracts
- > Sign up, pay the initial rent and deposit and move in on the same day

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### A rewarding partnership/ Working together

If you're a new or growing business, you'll have enough to think about without adding the pressure of finding a new space to work in. That's why we do all we can to make your move stress free – from start to finish. Every member of our team understands the ins and outs of the process and will be on hand throughout, offering a fixed point of contact, and the benefit of years of experience.

### Other options that could work for you

If a serviced office isn't the right option for you, we've got plenty of other ways we can help. We can organise conventional leases, office sub-lets, or find shared office spaces, workshops and even industrial spaces. In fact, we'll work our socks off to make sure you get the perfect space – whatever and wherever it might be. Give us a ring, on 0800 980 1938 and we'll get started.

### What makes us different?

We've got global reach and expertise combined with the best local knowledge. We work with 99% of the serviced office providers worldwide, so when it comes to finding the right office in the right place, we believe we can make it easier. And we've got exceptional people, all specialists in the area, and brimming with up to date information on the latest deals, occupancy levels and pricing. No other company has the depth of local knowledge, yet global multi-lingual reach of Instant – so wherever you need to be – we can help.

### Our expertise is unrivalled

If you decide to go it alone, searching for the perfect office space can take up valuable time – and the costs can quickly escalate. It's also a pretty stressful thing to manage – especially if it just one of your many responsibilities. Our job is to take all the stress away, saving you time and money in the process. We'll make it our business to take care of everything from the day you start looking to the day you move in.

That means guiding you through every step of your property search. We'll shortlist suitable properties, arrange the viewings at your convenience, negotiate the best deal and organise a move-in date. With Instant, we'll make sure your next move runs smoothly.

### Our service is free

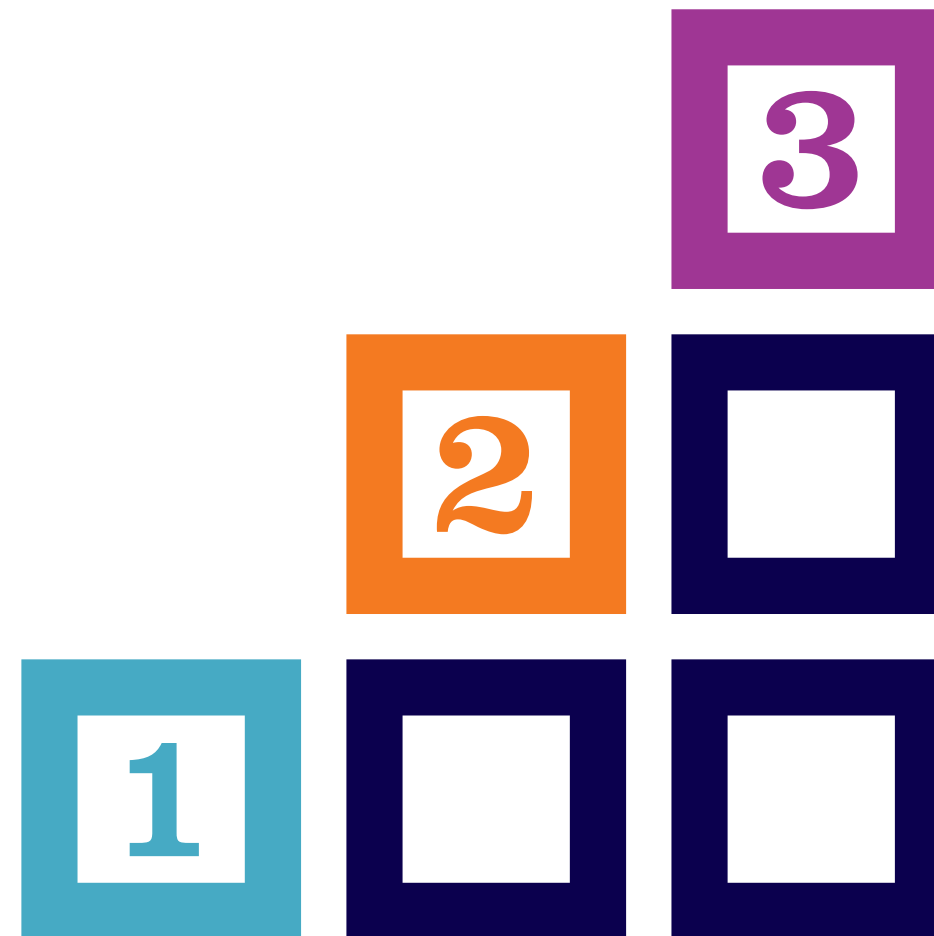
Our dedicated team is here to help you find what's right for you and because we're independent, we'll always deliver impartial advice. The good news is that the service Instant provides is totally free of charge. We get paid a commission by the serviced office operators and landlords as a result of successfully introducing them to new customers.

Your office. **Our business.**

**Keeping things simple**

We've got years of experience in helping people find the perfect office for their needs. From small start-ups to project offices for government departments several hundred people strong, we've gathered a huge amount of knowledge so we know how to make the process uncomplicated. So simple in fact, we've managed to boil down the whole process of finding your perfect office to three simple steps.

Over the next few pages, we'll explain each step in detail, and, suggest some ways you can get ready to talk to us about your next office in a way that means we have the best chance of helping you find it.





Every company requires something different in the space they're looking for. The following list of questions should help you prepare a good brief for the sort of space that will work for you. Once you've started to think in more detail, just give us a ring and we'll get going.

**Things to think about include:**

- How many employees do you need to find space for?
- What style of space do you want?
- Do you prefer a compact layout or do you need plenty of room?
- Does your business need space for equipment, or for storage?
- What type of layout would be ideal for your company?
- How many meeting rooms or more private spaces do you need?
- When is the deadline for your office move?

# How much space?

**Where do you want to be?**

The office you choose is one thing. But what surrounds it is also of crucial importance in the decision-making process. You might want to be at the heart of a city, or within walking distance of your key clients. Are transport and other key infrastructure links important to you? Will your proximity to a key supplier save cost, and help your business grow? If so, we'll factor this and other considerations into our search.

Most importantly of course, you'll need to weigh up all these factors and balance them against costs. As long as we have a realistic idea of what you can afford, we can set to work finding a space that combines as many of these elements as possible.

**What should you do next?**

You could take a look at the range of offices we can offer online at [www.instantoffices.com](http://www.instantoffices.com)

It might help to speak to one of our specialists who can offer expert advice on serviced offices in your chosen location. You can call us, free, on **0800 980 1938**



**Once we've looked at your requirements and got down to work, it won't be long before we're speaking to you about properties that we've shortlisted.**

In fact, we'll move as quickly as you need us to, without putting you under any pressure. It's an important decision, and you'll need time to think and – possibly – discuss our suggestions with colleagues. As long as we know how soon you need to move, we'll make very best use of the time.

When it comes to the shortlist, we'll send you a route map, with locations clearly marked from a convenient starting point. And to make sure you get the most out of your viewings, we'll discuss all your requirements with the operators beforehand. They'll then show you round and be ready with the answers.

And once the viewings have taken place, we'll be back in touch to find out how everything went.

#### **Making your final decision**

We'll provide you with a handy checklist to help you when you're viewing your shortlisted offices. For instance, is one office more accessible to a majority of your team? Do the properties convey the right impression to your clients and prospects? Do the facilities on offer meet your immediate needs and offer the chance for expansion?

And when it comes to comparing costs, it's crucial you know exactly what's included in the price of each space. Sometimes, it's worth paying a little more to get what you really want. On the other hand, you don't want to pay for facilities you don't really need and we can certainly help you prioritise.

Please note that unless you prefer us not to we shall introduce you to the relevant operators so that they can answer any detailed questions you may have about individual buildings.

# Viewing the properties

[www.instantoffices.com](http://www.instantoffices.com)

**99%**

We work with 99% of the serviced office providers worldwide.

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**Once you've viewed your selected properties, you might feel you want to see others before you make your decision. We'll stay in touch with you until we've found you the right space. You might find that during your search you've realised there are certain features which are no longer just desirable – they're essential. We can help you refine your search with that in mind, or widen it to include offices that provide these new features.**

**Found the space?**

If you've seen the perfect space for you we'll speak directly with the operators on your behalf and use our extensive contacts and existing work with them to negotiate the best deal we can. This is when we can also help with specifics like your IT requirements and phones, from off the shelf packages to fully tailored solutions. Whatever you need, we're here to help.

10,000

Instant helps 10,000 people every month with their search for a new office.

70

Instant has 70 multi-lingual experts worldwide.

3,000

We work with all 3,000 serviced office operators worldwide.

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Getting a  
great deal

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### **Moving in**

Once our work is done, all that remains is for you to prepare for the day of the move. Of course your focus will be on getting stuck in and getting up and running as soon as possible, but we hope there'll be chance for us to catch up and make sure your new space is working well.

Instant is built on strong relationships, and we'd like to think that the right space means a chance to grow, and that when that happens – you'll think of us when your next search begins.





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