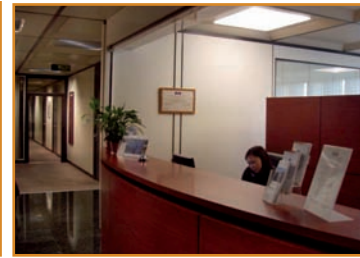




THE RENT INCLUDES THE FOLLOWING SERVICES



OFFICE EQUIPMENT

- a fully equipped office
- service charges (electricity, heating, air conditioning)
- daily cleaning

RECEPTION AND ACCESS

- your company sign at the WTC reception and on your office's door
- reception service
- code for 24 hour access to the building

BUSINESS SUPPORT AND TRANSLATION SERVICES

- in option: administrative support provided by a team of efficient
- secretaries (business letter writing, assistance with meeting room
- materials, translation services for all major foreign languages etc.)

COMMUNICATIONS

- internet
- use of our prestigious business address for your business cards, letterhead
- mail collection
- a dedicated telephone line with personalized call answering in your company name by our multilingual operators
- transfer of all incoming calls by our staff to your nominated telephone number, or automatic call redirecting to any telephone number or voicemail
- message handling : your messages are taken and forwarded by phone, email or SMS
- use of our local fax number
- voicemail : remote setup and retrieval of your personal voicemail

CONFERENCE ROOMS

- use of conference rooms (1 hour per month not charged)

