

# Corporate Solutions



Simple and flexible all inclusive packages  
for expanding your office space



## **If you're a business owner or director, finding the right office space for your business can be a complex and time consuming process.**

Identifying the best office location, negotiating your way around the pitfalls of a property lease and securing a sound commercial deal which doesn't unduly tie you down, are just a few of the things you will need to contend with. You also have to find the cashflow to cover furniture, fit out, decoration and technology infrastructure costs to create a space fit for business, as well as ensuring full compliance with workplace health and safety regulations. Lots of things to consider, plan and make happen, which doesn't leave much time for running your business and maintaining your focus on customers and clients.

At UBC<sup>UK</sup> we offer an alternative for businesses who are looking for an easier way to acquire or expand their office space. Our turnkey solution has been designed with the needs of corporate businesses in mind, offering fully fitted out office space solutions within a simple fixed fee 'package' arrangement on a flexible short or longer term basis.

Our turnkey solution gives you complete control over cost management and offers the flexibility to allow your office space to grow in line with your changing business needs. Our packages can cover all aspects of your office search, from sourcing and procurement of your new space, to arranging all legal documentation, office design and furniture selection, ongoing day to day running and even dilapidations at the end of your contract.





# UBC<sup>UK</sup> Total Turnkey Solutions

The UBC<sup>UK</sup> Corporate Solutions team has the expertise and contacts to offer the professional advice you need to make things happen. We work with you to tailor a solution to your individual office space needs and can guide you through the process to ensure the best possible outcome – saving you time and money in the process.

Our corporate solution packages offer the ultimate stress-free way to find the perfect new premises for your business. Our team can provide a one-stop support service for all your office space requirements including:

- Search, contract negotiation and procurement
- Office design and fit-out
- Technology infrastructure design and installation
- Day-to-day service & facilities management support
- Dilapidations at the end of your contract.

## STEP 1

Property sourcing  
Evaluation  
Negotiation  
Legal work

## STEP 2

Cat A, Cat B works  
Project management  
Furnishings  
Communications  
Delivery

## UBC<sup>UK</sup>

# Total Turnkey Solutions

## STEP 3

Management overheads  
Utilities costs  
Ongoing running costs  
Depreciation costs  
Service charges

## STEP 4

Rectifying dilapidations  
Liability costs  
Property exit

# Choose the service level which best suits your needs



Best if you are looking for:  
An eco-friendly and cost effective solution



Best if you are looking for:  
A completely tailored solution with minimal capital outlay



Best if you are looking for:  
An all-inclusive solution with zero capital outlay

- Eco-friendly, minimises costs and maximises efficiencies
- Includes pre-agreed dilapidation arrangements at the end of your tenure
- Tailored to your specific business needs
- Includes dedicated project manager from concept to delivery
- Maximises space efficiencies and negates wasted space
- Includes rent, rates, service charge, utilities and on-going facilities management
- Fibre-optic Internet
- Adapts existing fit out, where possible, also recycling existing materials within your new office scheme
- Offers wide choice of finishes and schemes to complement your brand identity
- Ergonomic furniture included
- State of the art VOIP handsets with DDI (and discounted call plans available)
- Free local and national calls
- Call centre telephone apps (auto attended/ACD)
- Overflow call answering services in your company name
- Offers potential for short or fixed term agreements less than 24 months

✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	-
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	-	-

✓ = Included   ✓ = Optional   - = N/A

# A fully integrated service

## Location

Your location is key to your business and UBCuk takes a consultative approach in order to define your perfect office. We'll work with you, considering everything from budget and transport links to local amenities and even your company image.

## Design

How does your current office configuration work for your business? Do you want to replicate it in your new building, or is it time for a change? Working closely with our architect, we'll take your brief and plan your perfect layout, ensuring you make the best possible use of the space you need.

## IT and Telecoms

Whether you need voice recording or automatic call distribution, UBCuk has the system for you. And then there's fibre. How much bandwidth does your business really need? Whatever your technology needs, we'll find and install an expert solution for you.

# Why choose UBC<sup>UK</sup> Corporate Solutions?

Our turnkey solutions make finding an office easier and more cost and time effective. Our knowledgeable team have combined experience of over 50 years in the flexible office space industry. You'll have your own dedicated UBC<sup>UK</sup> Account Director who'll integrate into your team to provide the best possible support. We take the time to understand your requirements in depth, covering everything from location to layout and move-in dates.

We will conduct a thorough search using our national network of property contacts. We'll negotiate with the landlord on your behalf and co-ordinate all the necessary suppliers to deliver to your precise specification, on time and on budget for an all-inclusive fee. The result is an office tailored to your company's needs and fully managed by us.

So whether you need a light bulb changing or new desks and phones delivering, we're only one free phone call away. Even utility bills are included. It's a stress-free way to find the perfect premises for your business.

“UBC<sup>UK</sup> worked with our head of real estate to search, acquire and deliver a truly tailored solution and at a significant cost saving. The UBC<sup>UK</sup> Complete solution is an all-inclusive managed office service. UBC<sup>UK</sup> takes care of the day to day and ongoing running of the facility, enabling us to focus our resources on developing PTC's core business.”

Manrico Kiel, Director of Real Estate and Facilities Europe, PTC

Interested in learning more?

Contact Lheyton Warby on:

**0800 169 9822**

# About UBC<sup>UK</sup>

We're responsible for managing over 200,000sq<sup>ft</sup> of serviced office space over 15 locations nationwide. We work with a wide variety of businesses, from large corporate landlords to small independent property owners with regional building stock.

Our dedicated on-site customer service teams pride themselves on creating energetic business hubs where growing businesses can thrive and succeed.



Interested in  
learning more?

Contact Lheyton Warby on:

**0800 169 9822**