

**WRDC Business Centre
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Information & Guide to Services

The Business Centre

For many businesses, renting Office Workspace has been seen as “a necessary evil”. The need to move from a home base, or to acquire more space to enhance respectability, credibility and prestige has entailed a time consuming, often unrewarding search for new premises. Even for established Companies, the desire to expand has often led to similar problems.

In many cases this is coupled with a disproportionate increase in one-off and overhead costs. New furniture, telephone lines, stationery, insurance, secretarial and administration staff, rent, rates and lease costs, would all make the move and future operating costs very expensive.

WRDC Business Centre can provide an attractive alternative, at a prime Town Centre location on Castle Street, Stranraer.

The concept of fully serviced Office Workspace can bring substantial benefits to businesses like yours:

- Relocate to a fully furnished and resourced work space with telephone lines waiting for you, **saving you capital costs.**
- Rental package includes property insurance and maintenance, plus cleaning services, **saving you revenue costs.**
- The prestige of a Town Centre office.
- A flexible occupancy licence, **saving you the worry of long term commitment and expense of a lease.**
- Direct Telephone line **installed**, easily enabled for High Speed Broadband.
- A separate meeting/training room available from an hourly to daily basis, **improving your resources.**
- Efficient management and support services available from our Newton Stewart centre, **providing the services you need, when you need them, and not charging you when you don't.**

This Guide to Services outlines the full range of ways in which your business can benefit.

So if you are thinking of a move, think of all the benefits **WRDC Business Centre at Castle Court** can offer you and contact us on **01671 404500.**

Office Rental

The main service provided to businesses by the **WRDC Business Centre** is the provision of **fully furnished offices**.

We provide office workspace solutions which are decorated, carpeted and furnished to a high standard, within a high quality business environment. Flexible furnishing options are available to suit individual client needs.

Clients use the Business Centre's address and their allocated telephone number on all their business stationery and related marketing materials. You can also discuss any requirements for dedicated fax lines and high-speed Broadband with WRDC staff.

Financial Planning Benefits

Whichever office you choose, you will find that once you have agreed the combination of features and services you require, a single monthly fee covers **rent, property maintenance, toilet facilities and maintenance, office cleaning service, property insurance and building management**. In addition to the obvious cash-flow benefit, your company can make significant savings on one-off and overhead costs.

Virtual Office

This service is designed for businesses not yet ready to re-locate from home or a base out with the area, but who realise they would benefit from a business address and occasional base in the town centre.

For a single fixed monthly fee, *Virtual Office* clients can benefit from using the **WRDC Business Centre** address on their stationery and marketing materials. They can collect mail delivered to the Centre from reception, or negotiate other mail forwarding arrangements if required.

Meeting & Interview Rooms

Business Centre Clients can book the use of our fully equipped meeting room and interview room. In order to ensure equitable access, bookings should be made as far in advance as possible. These bookings can be made by arrangement with WRDC.

Cost Comparison

The **WRDC Business Centre** releases your personnel from Office Management problems, allowing total focus on your business goals. Here's how you will save time, effort and cost.

Traditional Lease Route To Office Space	WRDC Business Centre
<p>Initial One-Off Costs</p> <ul style="list-style-type: none"> • Legal fees, Agents, Surveyors, Leases • Décor: Office furniture, fixtures and fittings, painting • Communications connections: Phone/Fax line • Support staff recruitment costs • Relocation/Removal costs • Your time <p>= Substantial Capital Investment</p>	<p>No Start-Up Costs</p>
<p>Monthly Expenditure (Overheads)</p> <ul style="list-style-type: none"> • Rent/Lease • Cleaning • Building insurance • Maintenance and lease costs for: <ul style="list-style-type: none"> - Office equipment - Office furniture/fixtures • Building maintenance • Security <p>= Many Monthly Accounts To Settle And Providers To Deal With</p>	<p>One Monthly Bill And One Provider</p>

Business Support Services

Our Clients can also benefit by having access – by phone, e-mail etc, - to business support staff and services as required, based at our Newton Stewart Business Centre, saving on the associated permanent staffing and equipment purchasing costs.

The **WRDC Business Centre** operates Microsoft Office software for the production of letters, documents, financial and resource plans, memos, marketing material etc. for our clients. Other support services can include:

- Electronic mailing
- Ring binding documents
- Office Sundries Procurement
- Printing of Office Stationery etc.

Payment for these and other support services is made against invoice, meaning that Clients benefit from advance knowledge of all rates, and can easily budget for these revenue expenses.

Other Useful Information

Access Outwith Normal hours

Office Clients are issued with access keys and security codes.

Health & Safety

Cleaning & Maintenance

All areas are cleaned twice weekly. It is part of our security and confidentiality policy that we will not clean desks, worktops or other surfaces if this necessitates moving Clients documents or other materials.

Security

An electronic call system located in the entrance hall enables all visitors to contact your office direct, allowing you to approve access.

Fire Protection

On occupying your office suite, your key personnel will be given instructions on our fire Protection Policy and arrangements.

Kitchen Facilities

Office Clients have unlimited access to the facilities provided. As these are communal, we insist on the observance of hygiene and consideration policies as displayed. As part of our commitment to customer care, we regularly inspect communal facilities.

Smoking Policy

WRDC Business Centre is a designated NO SMOKING building.

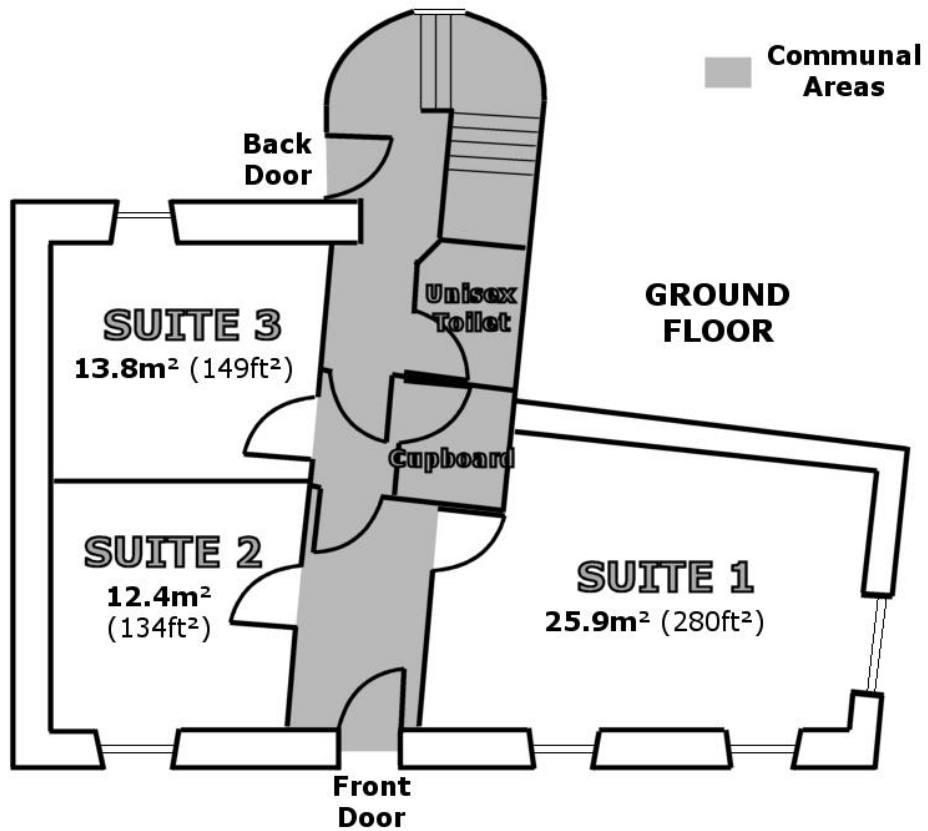
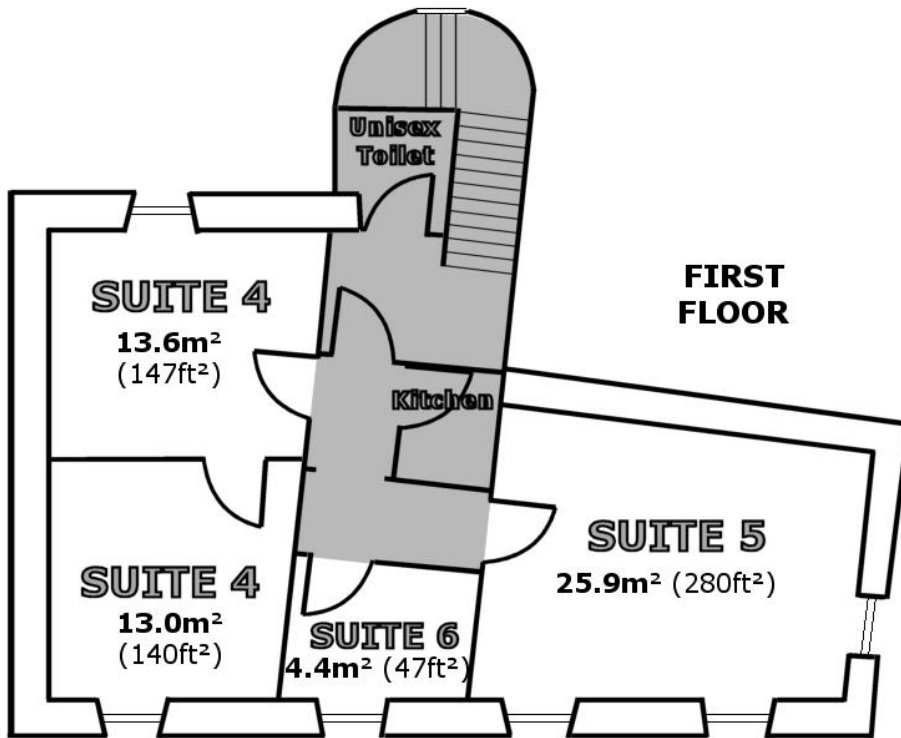
As with all Health & Safety Regulations, employers have the overriding duty of care for their staff. Please discuss any specific Health & Safety concerns with our staff.

Customer Accounts

Clients can negotiate accounts for the monthly payment of all services with the Centre Manager prior to occupation. In order to safeguard clients, we will agree credit limits, and those personnel who are authorised to charge services to account.

You run your business – let us run your office

**WRDC Business Centre – Castle Court
Floor Plan**



CASTLE STREET