

BBS17044

20th March 2017

OIA Global

I am pleased to provide an outline quote for the provision of office accommodation at BlueSky's Business Centre. Our Proposal is based on your requirements and can be summarised as follows:

Citypoint House, 11 Chapel Street, Aberdeen, AB10 1SQ	2 Desks FF10 (16m2)	2 Desks FF10 (16m2)
Term	6 months	14 months
AVERAGE FIXED MONTHLY COSTS PER MONTH*	£600	£514
Available From	Immediately	Immediately
Additional Information	N/A	N/A
Office List Rental	£600	£600
Executive Office Furniture: <i>Desk, pedestal, chair & tall storage cabinet</i>	Included	Included
Telecoms: <i>Reception call answering service, high quality Mitel digital telephone with voice mailbox, main number, DDI number</i>	Included	Included
Internet Connection: <i>High-speed Cat 6 network connection, direct internet connection, fully managed firewall for 24/7 protection, fully building-wide Wi-Fi connection, connect to outside networks with our VLAN service, network infrastructure managed from our secure, air conditioned comms room</i>	Included	Included
Mail delivery & collection service	Included	Included
Refreshments: <i>Unlimited tea & coffee from tea prep areas</i>	Included	Included
Cleaning, Heating, Air Conditioning etc	Included	Included
Number of Car Parking Spaces Included	0	0
TOTAL FIXED COSTS PER MONTH – MONTHS 1-12	£600	£600
TOTAL FIXED COSTS PER MONTH – MONTHS 13-14	-	£0
YOUR SPECIAL OFFER – 14 MONTHS FOR THE PRICE OF 12 MONTHS**		
Security Deposit	£600	£600
Business Rates: <i>Billed Separately from Aberdeenshire Council if applicable (Rates may not apply depending on combined rateable value of all company's business properties in Scotland. You may benefit from a Small Business Bonus Scheme and qualify for up to 100% discount on valuation rates) https://www.mygov.scot/small-business-bonus-scheme-scotland/</i>	£89	£89

Additionally:

One off activation fee of £50 per person will be charged upon occupancy and a one off exit fee of £75 per person will be charged on your business vacating the office.

Cost of any partitioning will be charged additionally.

All pricing is exclusive of VAT

*Average fixed costs are calculated by adding the discounted rental period and the remaining rental period divided by the full term of the service agreement.

**This proposal is strictly confidential, subject to availability and valid for 14 days from the date of this proposal.

Contact:

ANGELA RITCHIE

Tel: 0845 371 1333

Email: info@blueskybs.com

www.blueskybusinessspace.com

BBS17044

20th March 2017

OIA Global

Citypoint House, 11 Chapel Street, Aberdeen, AB10 1SQ	4 Desks	4 Desks
Term	6 months	14 months
AVERAGE FIXED MONTHLY COSTS PER MONTH*	£1,200	£1,029
Available From	4-6 weeks	4-6 weeks
Additional Information	N/A	N/A
Office List Rental	£1,200	£1,200
Executive Office Furniture: <i>Desk, pedestal, chair & tall storage cabinet</i>	Included	Included
Telecoms: <i>Reception call answering service, high quality Mitel digital telephone with voice mailbox, main number, DDI number</i>	Included	Included
Internet Connection: <i>High-speed Cat 6 network connection, direct internet connection, fully managed firewall for 24/7 protection, fully building-wide Wi-Fi connection, connect to outside networks with our VLAN service, network infrastructure managed from our secure, air conditioned comms room</i>	Included	Included
Mail delivery & collection service	Included	Included
Refreshments: <i>Unlimited tea & coffee from tea prep areas</i>	Included	Included
Cleaning, Heating, Air Conditioning etc	Included	Included
Number of Car Parking Spaces Included	0	0
TOTAL FIXED COSTS PER MONTH – MONTHS 1-12	£1,200	£1,200
TOTAL FIXED COSTS PER MONTH – MONTHS 13-14	-	£0
YOUR SPECIAL OFFER – 14 MONTHS FOR THE PRICE OF 12 MONTHS**		
Security Deposit	£1,200	£1,200
Business Rates: <i>Billed Separately from Aberdeenshire Council if applicable (Rates may not apply depending on combined rateable value of all company's business properties in Scotland. You may benefit from a Small Business Bonus Scheme and qualify for up to 100% discount on valuation rates) https://www.mygov.scot/small-business-bonus-scheme-scotland/</i>	£130	£130

Additionally:

One off activation fee of £50 per person will be charged upon occupancy and a one off exit fee of £75 per person will be charged on your business vacating the office.

Cost of any partitioning will be charged additionally.

All pricing is exclusive of VAT

*Average fixed costs are calculated by adding the discounted rental period and the remaining rental period divided by the full term of the service agreement.

**This proposal is strictly confidential, subject to availability and valid for 14 days from the date of this proposal.

Contact:

ANGELA RITCHIE

Tel: 0845 371 1333

Email: info@blueskybs.com

www.blueskybusinessspace.com

BBS1704420th March 2017**OIA Global****BlueSky**
BUSINESS SPACE

Citypoint House, 11 Chapel Street, Aberdeen, AB10 1SQ	6 Desks	6 Desks
Term	6 months	14 months
AVERAGE FIXED MONTHLY COSTS PER MONTH*	£1,800	£1,543
Available From	4-6 weeks	4-6 weeks
Additional Information	N/A	N/A
Office List Rental	£1,800	£1,800
Executive Office Furniture: <i>Desk, pedestal, chair & tall storage cabinet</i>	Included	Included
Telecoms: <i>Reception call answering service, high quality Mitel digital telephone with voice mailbox, main number, DDI number</i>	Included	Included
Internet Connection: <i>High-speed Cat 6 network connection, direct internet connection, fully managed firewall for 24/7 protection, fully building-wide Wi-Fi connection, connect to outside networks with our VLAN service, network infrastructure managed from our secure, air conditioned comms room</i>	Included	Included
Mail delivery & collection service	Included	Included
Refreshments: <i>Unlimited tea & coffee from tea prep areas</i>	Included	Included
Cleaning, Heating, Air Conditioning etc	Included	Included
Number of Car Parking Spaces Included	0	0
TOTAL FIXED COSTS PER MONTH – MONTHS 1-12	£1,800	£1,800
TOTAL FIXED COSTS PER MONTH – MONTHS 13-14	-	£0
YOUR SPECIAL OFFER – 14 MONTHS FOR THE PRICE OF 12 MONTHS**		
Security Deposit	£1,800	£1,800
Business Rates: <i>Billed Separately from Aberdeenshire Council if applicable (Rates may not apply depending on combined rateable value of all company's business properties in Scotland. You may benefit from a Small Business Bonus Scheme and qualify for up to 100% discount on valuation rates) https://www.mygov.scot/small-business-bonus-scheme-scotland/</i>	£200	£200

Additionally:

One off activation fee of £50 per person will be charged upon occupancy and a one off exit fee of £75 per person will be charged on your business vacating the office.

Cost of any partitioning will be charged additionally.

All pricing is exclusive of VAT

*Average fixed costs are calculated by adding the discounted rental period and the remaining rental period divided by the full term of the service agreement.

**This proposal is strictly confidential, subject to availability and valid for 14 days from the date of this proposal.

Contact:

ANGELA RITCHIE

Tel: 0845 371 1333

Email: info@blueskybs.comwww.blueskybusinessspace.com**FLEXIBLE TO YOUR BUSINESS NEEDS.**

WHAT IS INCLUDED?

THE MONTHLY CHARGE WILL INCLUDE FOR AND PROVIDE FOR THE FOLLOWING COSTS WHICH **BLUESKY** WILL DEAL WITH:

- | | | | |
|----|--|----|---|
| 01 | Rental | 13 | Telephone infrastructure |
| 02 | Property Service charges associated with services and common areas | 14 | Switchboard operation and mail collection at GF Reception |
| 03 | Access to toilets and shower at ground floor level and the level on which offices are leased | 15 | Reception services |
| 04 | Access to main cafeteria / canteen / break out area on ground floor Coffee / Tea / milk provided | 16 | H&S visitor induction |
| 05 | Access to tea prep on the floor where offices are leased. Coffee / Tea / milk provided | 17 | Concierge services |
| 06 | Utility costs for the provision of water, drainage and power | 18 | Relief from unknown dilapidations at lease end / reinstatement costs |
| 07 | Cleaning of the office space, toilets and common areas | 19 | Suitable furniture consisting of 1 desk, 1 operator's chair, 1 pedestal per person and 1 tambour unit per 2 desks |
| 08 | Security of the premises, including internal CCTV and door security / swipe card system with Hotel style door access system to the rooms allowing 24 hours access | 20 | Modern office, carpets, blinds and full double glazed windows |
| 09 | Internal demountable partitioning to BlueSky layout | 21 | Fully serviced on-site meeting rooms bookable by the hour |
| 10 | Repair and maintenance of the property itself including ongoing service etc. of the lifts, air conditioning, emergency lighting, CCTV, alarms, fire doors etc. with in-house maintenance personnel | 22 | Waste & Recycling compliant collection |
| 11 | Health and Safety Audit - DDA compliant building | 23 | Insurance is provided for the building only. Tenant's contents and belongings are not included |
| 12 | IT infrastructure and cable distribution with in-house IT Response Company and personnel | 24 | Free networking event every Friday with other tenants; Coffee / Tea and treats provided |

FLEXIBLE TO YOUR BUSINESS NEEDS.

Enquiries:

ANGELA RITCHIE

Tel: 0845 371 1333

Email: angela.ritchie@blueskybs.com

www.blueskybusinessspace.com



ADMINISTRATION CHARGES	COST (ex VAT)
Black & white printing & copying	10p per A4 page 20p per A3 page
Full colour printing & copying	40p per A4 page 80p per A3 page
Scanning	5p per page
Laminating	50p per A4 pouch 80p per A3 pouch
Shredding	£10 per bag (provided by BlueSky)
Secretarial services	£20 per hour
Incoming mail, mail collection	Free of charge
Franking of mail	Cost
Courier service	Cost + 10%
Replacement security swipe card	£10
New employee set up fee	£50 (one off fee)
Alarm activation fee	£40 per call out
Exit fee (when tenant leaves)	£75 per desk (one off fee)

ADDITIONAL FURNITURE	COST (ex VAT)
Round table & 4 chairs	£50 per month
Tall tambour unit	£50 per month
Small tambour unit	£35 per month
Privacy screens (low level)	£15 each per month
Visitor chairs	£15 each per month
Additional Chat board	£20 per month
Desk extensions	£20 per month

Contact:

ANGELA RITCHIE

Tel: 0845 371 1333

Email: info@blueskybs.com

www.blueskybusinessspace.com

TELECOMS/IT	COST (ex VAT)
Telephone calls	20% cheaper than BT
Fax Line	£15 per line per month
Ongoing IT support services are also available for your company	£60 per hour
Provision of dedicated external IP address	£150 (one off fee)

BOARDROOM / MEETING ROOM FACILITIES	COST (ex VAT)
1 to 10 people (Boardroom)	£25 per hour £80 per half day (4 hours) £140 per day
11 to 18 people (Boardroom)	£45 per hour £145 per half day (4 hours) £250 per day
19 to 24 people (Boardroom)	£70 per hour £225 per half day (4 hours) £390 per day
1 to 40 people (Theatre)	£70 per hour £225 per half day (4 hours) £390 per day
Flat Screen TV	Included
Conference Phone	Included + call costs
Projector Hire	Included if requested
Video Conferencing	Price available on request
Refreshments – Tea / Coffee / Biscuits & Water	£2.50 per person
Catering – Lunches / Breakfast / Pastries	Cost + 10%

Contact:

ANGELA RITCHIE

Tel: 0845 371 1333

Email: info@blueskybs.com

www.blueskybusinessspace.com