

WE RUN THE OFFICE WHILE YOU TAKE CARE OF BUSINESS.

SMART | SIMPLE | SERVICED

Suite Solutions, Bermuda's most comprehensive serviced office space, offers flexible office solutions to small and medium businesses, start-ups, entrepreneurs and businesses in transition.

- Serviced Office
- Day Suite
- Virtual Office
- Meeting Room
- Training Room

**suite**
solutions
THE SMART WAY TO OFFICE

Where We Are Located




SUITE SOLUTIONS
NEW VENTURE HOUSE, 3RD FLOOR
3 MILL CREEK ROAD, PEMBROKE HM 05, BERMUDA

SERVICED OFFICE	DAY SUITE	VIRTUAL OFFICE	MEETING ROOMS	TRAINING ROOM
-----------------	-----------	----------------	---------------	---------------

**suite**
solutions
THE SMART WAY TO OFFICE

WWW.SUITESOLUTIONS.BM
INFO@SUITESOLUTIONS.BM

 (441) 298-0199
FAX: (441) 296-1072

THE
OFFICE
REVOLUTION
IS HERE
IN BERMUDA

What is Suite Solutions?

It is Bermuda's first office service product offering flexible office solutions without long term contract or lease requirements. It is a seamless, cost effective way to manage your office, without the hassle. You can focus on what you do best, your business. And it can change as your business needs change.

Suite Solutions is perfect for:

- Start-up businesses
- Small and medium businesses
- Businesses in transition
- Transient businesses requiring a Bermuda address
- Day Suite, meeting room and training room needs
- Phone, mail and courier services



CHANGE THE WAY
YOU OFFICE

SMART | SIMPLE | SERVICED
CALL TODAY: 298-0199



Services we offer

- Fully equipped professional turn-key offices & virtual offices
- 24-hour swipe card security and CCTV
- Wi-Fi and high speed internet services
- State of the art telephone system
- Meeting and training rooms available with audio-visual capabilities
- Access to a wide range of services, including a personal administrator, telephone answering, printing, faxing and mail/courier services
- Full meeting support, including setup, IT, use of Suite Cafe with complimentary coffee, tea, water and catering services arranged as needed

Flexibility

- No long-term lease requirements
- No capital outlays required for your office
- Short, flexible terms by the day, week, month or more
- Customize the services to fit your business
- 24/7 secure access to the facility

Package Options

Virtual Office

- Use of a physical address
- Virtual concierge / receptionist - personalized Telephone answering/forwarding services
- Mail, fax and courier services
- Meeting rooms and office access by appointment

Day Suite

- Perfect for occasional office use
- Shared work stations or open seating environment by the hour or day
- State-of-the-art digital phone system
- Personal concierge / receptionist
- Broadband Internet featuring both wired and Wi-Fi Internet access
- Access to printing, copying, faxing and scanning
- Personalized telephone answering / forwarding services
- Use of meeting facilities by appointment
- Use of Suite Cafe with complimentary water, coffee and tea

Serviced Office

- Turn-key executive offices with 24/7 security access, parking and CCTV
- Broadband Internet featuring both wired and Wi-Fi Internet access
- Priority meeting room use with audio-visual capabilities
- Personal concierge / receptionist with answering / forwarding services and more
- Access to printing, copying, faxing and scanning
- Mail and courier services
- Full use of Suite Cafe with complimentary water, coffee and tea
- Access to HR, legal support and IT services

Meeting Rooms

- Two meeting rooms, one for up to 6 people and another up to 10
- Broadband Internet featuring both wired and Wi-Fi Internet access
- Video / Audio conferencing
- White boards
- Personal concierge / receptionist with answering / forwarding services and more
- Access to printing, copying, faxing and scanning
- Full use of Suite Cafe with complimentary water, coffee and tea
- Catering can be arranged

Training Room / Event area (Different layouts)

- Up to 20 people for U shape layout
- Up to 24 people for lecture layout with tables
- Up to 28 people for table group layout
- Up to 48 for a small function



 **suite**
solutions
THE SMART WAY TO OFFICE