# WE RUN THE OFFICE WHILE YOU TAKE CARE OF BUSINESS.

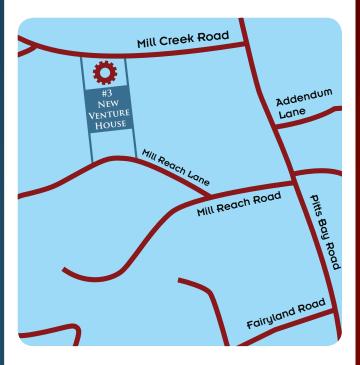
# SMART | SIMPLE | SERVICED

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



# 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





FAX: (441) 298-0199

# THE OFFICE REV©LUTI©N 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



# 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







