



OFFICE SPACE SARL

BOUTIQUE OFFICE SOLUTIONS &
FINANCIAL MANAGEMENT

Cochrane Blue Blg 403, 1st Floor
Rue Gouraud, Gemmayze
Beirut - Lebanon

t/f: +961 1 448 225

P.O. BOX 175-025

WWW.OFFICESPACEBEIRUT.COM

BOUTIQUE OFFICE SOLUTIONS

OFFICE SPACE is located in a beautifully restored 1930's building in the heart of Gemmayze. We specialize in renting out and managing fully serviced *Boutique Private Offices & Individual Workstations*. We also offer full *Corporate Accounting & Auditing Services*.

FACILITIES & SERVICES

- REPRESENTATIVE BUILDING WITH A PRESTIGIOUS ADDRESS
- FULLY FURNISHED PRIVATE OFFICES & WORK STATIONS
- FULL TIME SECRETARY & SECRETARIAL SERVICES
- ADSL WIRELESS INTERNET ACCESS (1MBPS DOWNLOAD, 256KBPS UPLOAD)
- FAX, PHOTOCOPIER, & SCANNING FACILITIES
- FIXED TELEPHONE (BILLS CHARGED AT COST)
- ALL FIXED COSTS INCLUDED (RENT, ELECTRICITY, HEATING/AIR CONDITIONING, WATER, ETC..)
- USE OF FULLY EQUIPPED CONFERENCE ROOM WITH AUDIO VISUAL PRESENTATION FACILITIES
- PERIODIC CLEANING OF OFFICE & COMMON AREAS
- USE OF KITCHEN FACILITIES (HOT/COLD DRINKING WATER, COFFEE/TEA, ESPRESSO MACHINE)
- SECURE ACCESS TO THE OFFICE 24 HOURS A DAY - 7 DAYS A WEEK
- BACKUP GENERATOR
- BUILDING INSURANCE



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THE OPTIONS

The rent for each entity is calculated as a fixed monthly cost and includes access to all the facilities & services mentioned above.

THE CHOICES	MONTHLY RENT
Private Office Garden Side <i>Includes:</i> <i>*Balcony with direct garden access</i> <i>*En suite bathroom with bathtub</i> <i>*Separate storage room</i> <i>*Furniture</i>	\$950
Private Office Street Side <i>Includes:</i> <i>*Balcony with Rue Gouraud view</i> <i>*En suite bathroom with shower</i> <i>*Furniture</i>	\$850
Private Office Small <i>Includes:</i> <i>*Balcony with Rue Gouraud view</i> <i>*Furniture</i>	\$750
Work Station <i>Includes:</i> <i>*Fully setup workstation</i>	\$400

Dedicated parking is offered at Office Space subject to availability and is charged separately at \$100 per car per month.

FINANCIAL SERVICES

OFFICE SPACE offers full **Accounting, Financial Management, & Auditing** services through our in-house Accounting & Finance Team led by Mr. Ali Daoud CPA. This service is optional and will be quoted separately depending on the nature of your business and respective accounting needs. If interested, a meeting will be arranged to determine your accounting needs after which an offer will respectively be shared with you.

TO ARRANGE A VISIT AND/OR TO DISCUSS THE SERVICES AVAILABLE CONTACT US ON:

OFFICE SPACE SARL, Building 403, 1st Floor, Rue Gouraud

Gemmayze, Beirut - Lebanon

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