

CYPRUS OFFICES & FACILITIES
OFFICE UNITS FOR RENT



TOTALSERVE

TOTALSERVE MANAGEMENT LTD

OFFICE RELATED SERVICES & FACILITIES

OFFICES

- Dedicated office**

- Office 2A (3.00 x 5.10m) **€1,250** per month
- Office 2B (3.10 x 6.00m) **€1,000** per month

- Shared office space in open plan** (4.65 x 5.10m)

- Office 2C **€400** per month
- Office 2D **€400** per month
- Office 2E **€400** per month
- Office 2F **€400** per month

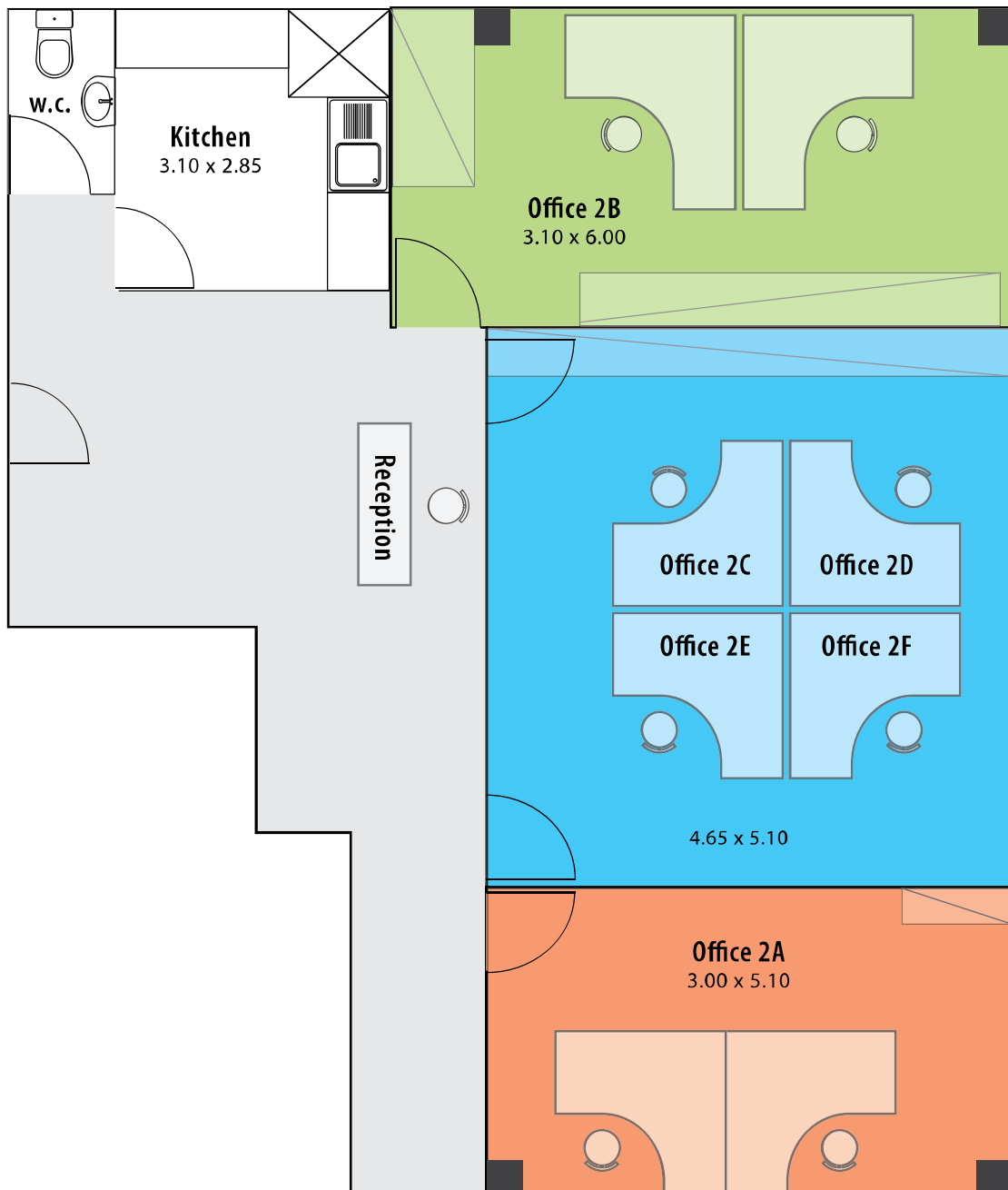
The address can be used as the tenant's Business Address.

All office options are fully serviced and furnished.

Cooling, heating, water, kitchen, wi-fi and conference room facilities are included at no extra cost.

Electricity is charged separately as follows

- Offices 2A and 2B: €50 per month each
- Offices 2C, 2D, 2E and 2F: €25 per month each



LOCAL RESIDENT DIRECTORS

- **Physical person (professional)** €10,000 per year
- **Physical person** €3,500 per year
- **Corporate director** €2,000 per year

EMPLOYEES VIA EMPLOYMENT AGREEMENT

- **Full time and dedicated employee** - Upon request

Assistance in locating from the local market full or part time dedicated employees, based on specific client requirements.

- **Part time employee** - €1,200 per month (minimum)

The part time employee shall be engaged via an employment agreement between the employer company and the employee. The actual duties for such person would be the handling of the company's telephone, emails, post, fax, business documents/files as well as other basic duties for a certain amount of agreed hours per month. Noting that consequential employment related costs (excluding resulting personal income tax and personal employee contributions, which are suffered by the employee at source) are to be paid by the employer company.

Other related services

Arranging employment agreement	€500
Preparation of monthly payroll of the company	€50 per employee per month

OTHER SERVICES & FACILITIES

1. Telephone machine (purchase & installation)	€200
2. Telephone line installation	€200
3. Telephone line rental <i>(Local and international calls at cost)</i>	€240 per year
4. Redirection of phone	€100
5. Fax line (electronic) installation	€200
6. Fax line rental	€240 per year
7. Laptop (purchase & installation)	At cost + €300
8. Printer (purchase & installation)	At cost + €300
9. Renting of office equipment <i>(Includes phone, laptop, shared printer and relevant installations.)</i>	€800 per year
10. Listing in the online Cyprus Yellow Pages directory	€200
11. Membership in a Cyprus Business Association	€300
12. Cyprus or other domain registration	At cost + €200
13. Email accounts (set-up)	At cost + €200
14. Website design	At cost + €300
15. Design of logo, letterheads, business cards	At cost + €300
16. Cloud and internet services (to be provided by CL8)	www.cl8.com

- The above are one-off costs unless indicated otherwise.
- Telephone and fax calls will be charged periodically as disbursements at cost.

ALL PRICES IN THIS BROCHURE ARE NET OF VAT AND ARE SUBJECT TO VAT AT 19%



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