



MANAGED OFFICE SOLUTIONS WE OFFICE YOU!

CONSULCO IS PROUD TO OFFER ITS NEW MANAGED OFFICE SOLUTIONS TO THOSE WHO NEED TO MAINTAIN A FULL-TIME OFFICE OVERSEAS

CUSTOMIZED SOLUTIONS FOR YOUR UNIQUE NEEDS

Consulco is always dedicated to offering personalized services as per your special needs.

Consulco can also assist you with finding a suitable full / part time employee according to your special requirements and instructions.

Looking for something specific? Consulco can create a customized solution for you that will include only those services that you require.

We, at Consulco, are constantly looking at new ways in which to expand our services in order to serve our clients better.

The Full Service Office with flex/full time administrator.

We now offer you an opportunity to set up an office in Cyprus. You can rent an office and use the services of the administrator that best suits your purpose.

Services offered include :

- Rental of fully furnished office space located at downtown Nicosia in the business district
- A flex/ part/ full time administrator
- Full time receptionist and telephone answering services
- Personal telephone number
- Mail collection and forwarding according to client's instructions
- High speed internet access
- A company sign along with other building tenants
- Payroll, VAT, budgetary control
- Heating, air conditioning, lighting & electricity
- Common charges, maintenance & cleaning
- Property Taxes

Additional Services:

- Communication and IT Support Services
- General assistance and information
- Travelling and hotel arrangements
- Meeting arrangements and assistance in meetings, receptions, dinners etc
- Temporary secretarial assistance
- Photocopying / scanning
- Email / fax
- Binding / laminations
- Meeting room facilities including videoconference
- Translations
- Courier or Post Services

Cyprus Head office:
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25, Aphrodite Street,
P.O. Box 26026, 1666 Nicosia
Tel: +357 22 361300
Fax: +357 22 752 597
email: consulco@consulco.com

Estimated budget for Flex Office Solution in Euros (€)
- with Flex time Administrator*

1,510 per month
payable 12 months in
advance

Office Rent and Basic Services include:

- Full time receptionist and telephone answering services
- Personal telephone and fax number
- Post & Mail collection and forwarding**
- High Speed Internet Access
- A company sign along with other building tenants
- Common charges and maintenance
- Heating, A/C, Lighting & Electricity
- Cleaning
- Property Taxes
- Furnishings
- Payroll, VAT, Budgetary Control

Estimated budget for Full Service Office Solution in Euros (€)

- with Full time Administrator*

2,000

payable 12 months in advance

One time recruitment fee

20% of the salary agreed with the candidate or min Euro 4,000

Full time Office Rent and Basic Services include:

- Full time receptionist and telephone answering services
- Personal telephone and fax number
- Post & Mail collection and forwarding**
- High Speed Internet Access
- A company sign along with other building tenants
- Common charges and maintenance
- Heating, A/C, Lighting & Electricity
- Cleaning
- Property Taxes
- Furnishings
- Payroll, VAT, Budgetary Control

*** Cost includes social contributions and medical insurance**

**** Additional charges will apply for forwarding services**

Acceptance of Terms:

Company Name _____

Signature _____

Other Notes _____

Date _____