



Bloxham Mill Business Centre versus conventional, leased office costs

Finding your office	Estimated conventional office cost	Bloxham Mill Business Centre
Legal fees		Included
Surveyor fees		Included
Agent's search fees		Included

Cost of setting up your new office		
Decorating & refurbishment		Included
Installing telephone system/lines		Included
Cabling for broadband and other IT		Included
Furniture		Included
Telephone hand-sets		Included
Office equipment e.g. photocopier, fax		Included

Cost of running your office		
Rent (see special note below)		Approx. £250 per workstation
Service charge &/or maintenance of building		Included
Heating		Included
Electricity/lights		Included
Rates		Included
Water Rates		Included
Waste disposal		Included
Cleaning		Included
Window cleaning		Included
Buildings insurance		Included
Car parking		Included
Telephone Line Rental		Monthly fixed charge
Telephone usage		As used
Broadband		Monthly fixed charge
IT technical support		Included
Maintenance contracts on office equipment e.g. photocopier, fire extinguishers		Included
Manning reception		Included
Meeting room (see special note below)		Charged as required at preferential rates

Special Note: At Bloxham Mill Business Centre each workstation is allocated around 90 sq ft. with all other facilities and services in the building included as shown. In contrast, a typical conventional office allocates 150 sq ft per person to allow for facilities such as kitchen, reception, meeting area and rooms.