

Expression of Interest for Office Space & Facilities

‘Regal Professional Centre’ Level 1, 118 Main St, Mittagong NSW 2575

Ph: 02 4855 1050 Fax: 02 4872 1866 info@regalpc.com.au.

Contact Name/s:

Phone Numbers:

Email Address/es:

Business Name:

Type of Business:

Address:

I / We are looking for office space for this number of worker/s:

I / We would like this amount of office space:sqm

As an indication, a small 1 person office = 7-9sqm, a medium 1 person office = 9 – 11sqm, a small 2 person office is 10-12sqm, a medium 2 person office is 12-14sqm.

Order of Preference (Please Number 1,2,3 your preferences on the left)

Executive Suite/s with Juliet Balcony that receives the morning sun x (qty)

Southern Balcony Suite x (qty)

Standard Suite/s (no balcony) x (qty)

Work Station / Cubicle x (qty)

Please Tick one or more of the following:

Have Own Furniture Interested in a Furnished Office

I / we envisage seeing clients and visitors in; (please tick and circle applicable)

Our Private Offices Probably Never / Occasionally / Regularly

Separate Meeting Rooms Probably Never / Occasionally / Regularly

I / we envisage using the following Services and Facilities; (circle applicable)

VOIP Telephone System Yes / No / Maybe

Telephone Answering Services: Probably Never / Occasionally / Regularly

Internet Services: Yes / No / Maybe

Interview Room (2-3 persons): Probably Never / Occasionally / Regularly

Board Room / Meeting Rooms: Probably Never / Occasionally / Regularly

Seminar / Conference Area (50-70 persons): Probably Never / Occasionally / Regularly

Preferred Start Date: .../.../..... Preferred Initial Term: years months

Other Comments / Preferences: Signed: Date: ... / ... /

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