

SmartSuiteOffices





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Smart Suite takes the serviced office concept to a whole new level with an extreme level of quality and service which our competitors don't come close to matching. It's our absolute passion to provide exceptional office space to our clients.

With Smart Suite you'll get the most stylish, fully furnished offices with the latest in IT, telecoms, access to break out areas and impressive meeting rooms. Everything you would expect from an office provider but with all the additional extras.

Smart Suite Offices are not featureless, cheap office solutions. They are well planned and executed new homes for your business and protection for your company's image from the very first day you move in.



FEATURE	BENEFIT
INSTANT AVAILABILITY	Move into a new Smart Suite office within 24 hours
STATE OF THE ART IT & TELECOMS	Not just a phone and broadband, the latest Cat 6 cabling, super high speed internet connectivity and the latest in intelligent telecoms.
100% MANAGED	Everything is taken care of cleaning, maintenance, security etc
RECEPTION WITH A DIFFERENCE	Our staff are your staff that means professional, punctual and proud to represent your business
PHONE ANSWERING	We answer your calls in your company name with extreme professionalism
DAY TO DAY SUPPORT	Whether you need a letter writing, photocopying, a taxi or even a dinner reservation organised - consider it done
KITCHENS AND BREAKOUT ZONES	Relax in our luxury kitchens and breakout areas with filtered and hot water on tap, complimentary refreshments and a range of confectionery available via our vending machines
ALL INCLUSIVE PAYMENT	Your service fee includes everything you would normally expect to pay extra for in one simply monthly payment
MEETINGS - NO PROBLEM	Impress prospective clients with high quality meeting spaces
SECURE AND ASSESSABLE	Get to your desk 24 hours a day with fully automated keypad access and take peace of mind in knowing that your office is monitored by CCTV 24/7/365
FURNITURE	Quality you would expect to find in a 5* hotel as standard



SERVICED OFFICE SPACE

Our serviced offices are designed to satisfy all of the key requirements for running a professional office. Your monthly service fee includes:

- State of the art grade A new office space
- Parking
- Office cleaning
- Business rates, electricity etc
- Refreshments - Tea, Coffee, Water and kitchen facilities
- Fully staffed reception with reception service - meet and greet
- 24/7 managed CCTV security with 24 hour office access
- Comfort cooling and heating
- Experienced, friendly and dedicated staff
- Desks, chairs and office storage

IT AND COMMUNICATIONS

As you would expect we offer a wide range of tailored connectivity and communications services to suit the exacting needs of your business, facilities include:

- High speed broadband
- State of the art intelligent phone system
- Telephone answering and voicemail facilities
- Communications room storage and connectivity

SERVICE

As the first people your clients talk to or see our staff are an integral part of your business, you'll find they are always extremely professional and very passionate about their work, we believe these qualities are what make Smart Suite a choice cut above its competition. We are on hand to provide you with support and advice throughout the day, no matter what that might be, from ordering a taxi to arranging additional furniture or a meeting room, just ask.

FLEXIBILITY

We offer serviced office space from as little as one month and can accommodate longer terms of upto 25 years at Smart Suite, North Bristol. Our flexible terms allow you to effectively plan the day to day running of your business so whether you need additional space for a short term project or as your core office location we can help.



VIRTUAL OFFICE SOLUTIONS

Home based start-up and small businesses use Smart Suite Virtual Offices to project a great business image, make use of our quality facilities and support, and keep overheads down.

Virtual Office is cost effective and quick to set up. Within days you can have a professional address, your own telephone receptionist, post forwarded and regular time in one of our offices when you need it.

VIRTUAL OFFICE

- Business address
- Mail handling
- Telephone number
- Professional call answering

VIRTUAL OFFICE ADVANCED

- Business address
- Mail handling
- Telephone number
- Professional call answering
- 20 hours of desk space usage a month

MAILBOX ONLY

- Business address
- Mail and parcel handling

TELEPHONE ONLY

- Your own phone number
- Call answering in your company name
- Message / Order taking



MEETING SPACE

Smart Suite, North Bristol offer meeting spaces to office users and as an external service for meetings of upto 8 people.

Our meeting room facilities are offered on per hour, half day or full day basis and include:

- Flip charts and pens
- Meeting pads and pens
- Filtered water, Tea and Coffee

WE CAN ALSO ARRANGE

- Telephone usage
- Internet access
- Digital projector usage
- Catering

RATES

We don't believe in charging per delegate per hour and instead like to keep our pricing as simple as possible with rates starting from as little as £20 per hour per room.



TELEPHONE: **0845 638 3215**
www.smartsuiteoffices.co.uk





DIRECTIONS

From J16 M5

Take A38 to Bristol, after 200 yds at the main Aztec West roundabout take the 1st left, continue straight for 2 miles along Bradley Stoke Way, at the 5th roundabout turn left on to Winterbourne Road, at the traffic lights turn left taking you on to Old Gloucester Road, Vantage Court is 2nd on your left.

From Bristol

Leave the M32 at junction 1, then at roundabout take the 3rd exit onto the A4174 after approximately half a mile at traffic signals turn left onto Bristol Road - B4058, then after 0.3 miles turn left onto Old Gloucester Road - B4427, in 1 mile turn left onto Winterbourne Road - B4057, then turn right onto Old Gloucester Road - B4427 and Vantage Court Office Park is the 2nd turning on your left.



 **SmartSuite** Offices

Vallon House
Vantage Court Office Park
Old Gloucester Road
Winterbourne
Bristol . BS16 1GW

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