

Office Spaces					
OFFICE WIEN	Consumption 20	Fully Flex 10/20/30/40	Full Office Rental (FOR)	Executive Board Room	Visionary Conference Room
package	20 hours of free and flexible usage	defined hours per week, fully flexible use	private office	max. 8 participants	board: 13 participants course: 25 participants
kind of use	co-working space <i>private office consumes double hours</i>	co-working space	full private use assigned office	temporal private use	temporal private use
minimum duration	flexible reservation min: 2 hours per use	flexible reservation min: 2 hours per use	-	flexible reservation min: 2 hours per use <i>allow 30 min +/- for clearance</i>	flexible reservation min: 4 hours per use <i>allow 30 min +/- for clearance</i>
availability	MON-SUN 06:00 – 21:00	MON-SUN 06:00 – 21:00	MON-SUN 00:00 – 24:00	<u>serviced</u> MON – THU (work day) 08:00 – 17:00 FRI (work day) 08:00 – 14:00 <u>un-serviced</u> MON – SUN 06:30 – 20:30 <u>with FOR only</u> MON – SUN 00:00 – 24:00	<u>serviced</u> MON – THU (work day) 08:00 – 17:00 FRI (work day) 08:00 – 14:00 <u>un-serviced</u> MON – SUN 06:30 – 20:30 <u>with FOR only</u> MON – SUN 00:00 – 24:00
entry	keyless	keyless	keyless/key	keyless / attended	keyless /attended
cancelation period	7 days before renewal	1 month	3 month	none	none
maximum lifecycle	3 month	-	-	-	-
no show (free cancelation)	free until 48 hours before reservation	-	-	free until 48 hours before reservation	free until 72 hours before reservation
W-LAN, cable-LAN	high-speed, free	high speed, free	high-speed, free	high speed, free	high-speed, free
free screen	regular fit	regular fit	-	super-size	super-size
free computer	no	no	no	temporal use	temporal use
direct phone-line	no	on request	yes	temporal use	temporal use

CONTACT:

OFFICE.WIEN - COOPERATIVE BERATUNG, 1080 Vienna, Josefstädter Straße 43-45

office@office.wien, T: +43 1 994 9595

	Consumption 20	Fully Flex 10/20/30/40	Full Office Rental (FOR)	Executive Board Room	Visionary Board Room
additional infrastructure	multicolor high-speed printer, scanner (var. formats, scan to mail), coffee/tea, fridge, dish-washer usage based costs	multicolor high-speed printer, scanner (var. formats, scan to mail), coffee/tea, fridge, dish-washer usage based costs	multicolor high-speed printer, scanner (var. formats, scan to mail), coffee/tea, fridge, dish-washer usage based costs	multicolor high-speed printer, scanner (var. formats, scan to mail), coffee/tea, fridge, dish-washer usage based costs	multicolor high-speed printer, scanner (var. formats, scan to mail), coffee/tea, fridge, dish-washer usage based costs
additional benefits/services	-	price reduced lunch in vicinity	price reduced lunch in vicinity	free secretary service (working hours only)	free secretary service (working hours only)
maintenance, cleaning	included "reasonable use" private stuff excluded	included "reasonable use" private stuff excluded	included "reasonable use" private stuff excluded	included "reasonable use" private stuff excluded	included "reasonable use" private stuff excluded
private storage	on request Note: We do not assume any liability!	included Note: We do not assume any liability!	included Note: We do not assume any liability!	-	-
tax and legal advise	on request, at extra costs	on request, at extra costs	on request, at extra costs	on request, at extra costs	on request, at extra costs
business coaching or mediation	on request, at extra costs	on request, at extra costs	on request, at extra costs	on request, at extra costs	on request, at extra costs
networking	anytime appreciated	anytime appreciated	anytime appreciated	anytime appreciated	anytime appreciated
privacy	non-disclosure agreement required, highest confidentiality guaranteed	non-disclosure agreement required, highest confidentiality guaranteed	non-disclosure agreement required, highest confidentiality guaranteed	non-disclosure agreement required, highest confidentiality guaranteed	non-disclosure agreement required, highest confidentiality guaranteed
non - smocking	strictly non-smocking <i>(violation fee: € 180)</i>	strictly non-smocking <i>(violation fee: € 180)</i>	strictly non-smocking <i>(violation fee: € 180)</i>	strictly non-smocking <i>(violation fee: € 180)</i>	strictly non-smocking <i>(violation fee: € 180)</i>
provisions	no cooking, no consume of any provision with odour <i>(violation fee: € 180)</i>	no cooking, no consume of any provision with odour <i>(violation fee: € 180)</i>	no cooking, no consume of any provision with odour <i>(violation fee: € 180)</i>	no cooking, no consume of any provision with odour <i>(violation fee: € 180)</i>	no cooking, no consume of any provision with odour <i>(violation fee: € 180)</i>
other conditions	keep clean (esp. in winter – time), use assigned wardrobes only	keep clean (esp. in winter – time), use assigned wardrobes only	keep clean (esp. in winter – time), use assigned wardrobes only	keep clean (esp. in winter – time), use assigned wardrobes only	keep clean (esp. in winter – time), use assigned wardrobes only

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	Consumption 20	Fully Flex 10/20/30/40	Full Office Rental (FOR)	Executive Board Room	Visionary Board Room
disorders, damages	report malfunctions or damages asap	report malfunctions or damages asap	report malfunctions or damages asap	report malfunctions or damages asap	report malfunctions or damages asap
deposit	chip: € 25	chip: € 25 security: 1 month	chip: € 25 key: € 250 security: 2 month	if chip required: € 25 without chip: € Nil	if chip required: € 25 without chip: € Nil
payment	prepayment SEPA Direct Debit Authorization	monthly prepayment SEPA Direct Debit Authorization standing order	monthly prepayment SEPA Direct Debit Authorization standing order	prepayment SEPA Direct Debit Authorization bank transfer for FOR available	prepayment SEPA Direct Debit Authorization bank transfer for FOR available
price (+ VAT)	€ 95 / non-recurring or recurring	Flex 10: € 140 / month Flex 20: € 260 / month Flex 30: € 380 / month Flex 40: € 485 / month	on request	€ 35 / hour <i>(add 1 hours clearance – see above)</i>	€ 45 / hour <i>(add 1 hour clearance – see above)</i>

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