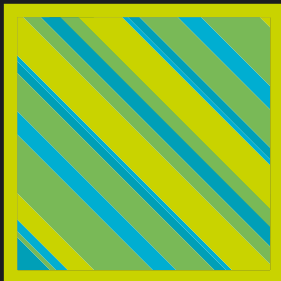
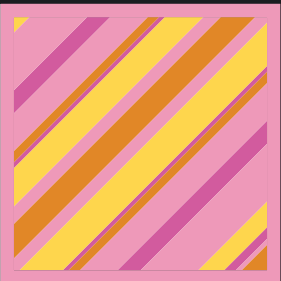
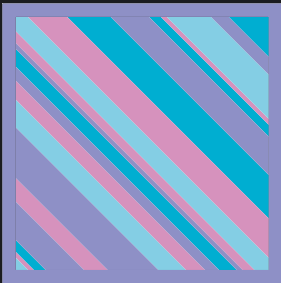
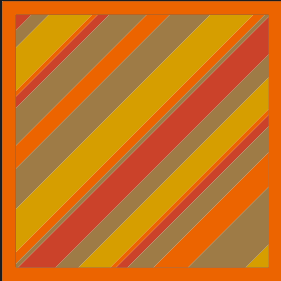


Serviced meeting and office **space**



Smart Office Solutions is a package of cost-effective office services for the third sector, small enterprises and independent consultants offered by the Disability Resource Centre, one of the leading pan-disability organisations operating in Birmingham, Solihull and the wider West Midlands.

Services range from one-off room hire to professional virtual office solutions – all delivered from high specification office accommodation in Birmingham city centre.

Tenancy

Our tenancy service provides incubator space for small third sector organisations and individual traders, allowing them to lease office space on a short- or long-term basis, with accessible room hire for events and conferences.

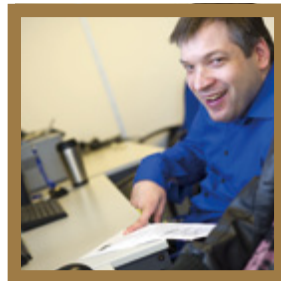
Meeting room service

Our meeting room service provides affordable room hire for events and conferences.

Conference room | Up to 50 people (43' x 19') / Full/half day hire

Meeting room | Up to 12 people (18' x 17') / Full/half day hire

IT suite | Up to 9 people / Hourly rates available



Our competitive prices include the following facilities:

- Wi-Fi connectivity
- Audio-visual equipment
- Hearing loop system
- Messaging service

A photocopying service is available at an additional charge.

Refreshments, including breakfast and lunch menus, are available at an additional charge.

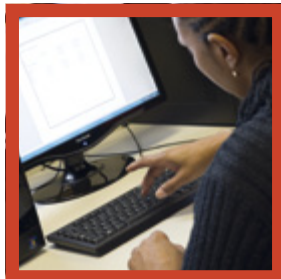
Hot desk and flexible office space

Our hot desk and flexible office space is for small companies and individuals, who need a space to meet with clients on an ad hoc basis.

Back office support services

A range of essential services designed to meet the needs of clients using our tenancy, flexible office and virtual office services as well as small start up organisations within the third sector that do not require tenancy or flexible office space. Services include:

- Photocopying
- Payroll and finance
- Telephone and e-mail messaging services
- IT support and maintenance



Virtual office service

Our virtual office service has been created for those small organisations and individual traders who cannot afford administrative staff, but want to ensure that they don't miss business opportunities whilst they are working.

We provide a package of virtual office support services including:

- Office and registered address (for not-for-personal-profit groups)
- Email answering, appointment booking and message forwarding
- Telephone 'live' answering and message taking
- Typing, note-taking and other administrative functions
- Back office services (see previous page)

How to contact us

Smart Office Solutions

Head office, Disability Resource Centre, 11th Floor, Edgbaston House
3 Duchess Place, Five Ways, Birmingham B16 8NH

Telephone: 0121 789 7365 **Minicom:** 0121 248 4522

Fax: 0121 248 4521 **E-mail:** sos@disability.co.uk

Directions are available to download from www.disability.co.uk

Quality assurance

The Disability Resource Centre holds a number of industry standards which demonstrates its on-going commitment to delivering high quality services.

