

# SERVICES

A handy guide outlining all that  
Centrum can offer your business





# HELLO

## **Welcome to Centrum.**

Perfectly located with great transport links in the heart of Glasgow, Centrum provides high specification serviced office accommodation on flexible, inclusive and cost effective terms.



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**Centrum Serviced Offices are within a 30,000 sq ft office building in the heart of Glasgow city centre.**

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Founded in 2016, Centrum offers a unique modern working environment.

From the moment you and your guests first enter the building and are greeted by our friendly reception staff, you will feel at home.

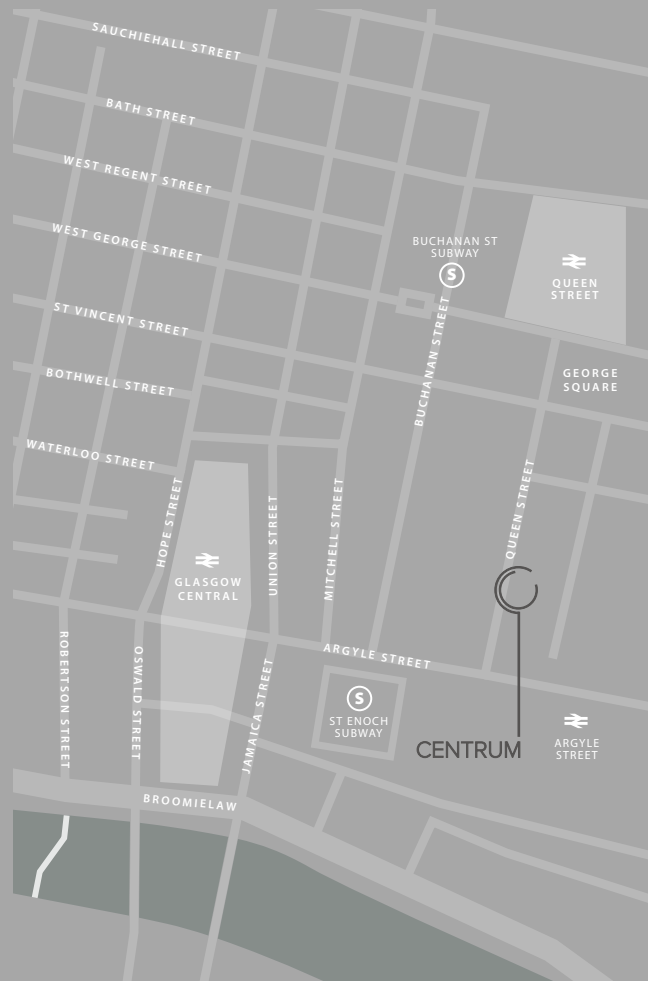
We offer an environment where large and small businesses co-exist, share common break out areas and can network with one another.



A neon sculpture  
from celebrated Glasgow  
Artist, Ross Sinclair, sits  
proudly in our entrance

# CENTRAL

Centrum is ideally located within the heart of Glasgow city centre. Glasgow Central, Queen Street and Argyle Street rail stations, Buchanan Street and St Enoch Centre subway stations are all within a short walk.



# PRIVATE

With serviced offices from 150 sq ft to 4,000 sq ft we can accommodate most business requirements.

We always have a proactive approach when it comes to service. As an owner managed business we are responsive to our clients' needs and our impressive retention rate is testament to this.

Each occupier has a private workspace with 24 hour secure access.



# INFORMAL

We have informal spaces throughout the building. Each floor has a fully equipped coffee room where you can meet colleagues, guests or other like minded professionals. Scattered around the building there are sofas for you to step out of the office to make a call and pods for an informal meeting.

For more formal meetings we have a range of high tech meeting rooms from smaller interview rooms up to an impressive boardroom seating 20.

All rooms can be hired by the hour and prices include free broadband internet connections, complementary flip chart, chilled water and mints.

Many non-resident clients find Centrum ideal for discrete interviews, meetings away from the distractions of the office and training seminars etc.

We can provide a wide selection of catering options from tea & coffee to sandwich buffets and full lunch menus.

If it's a more informal meeting you require, or space for a chat with colleagues, we have modern, furnished breakout areas throughout.

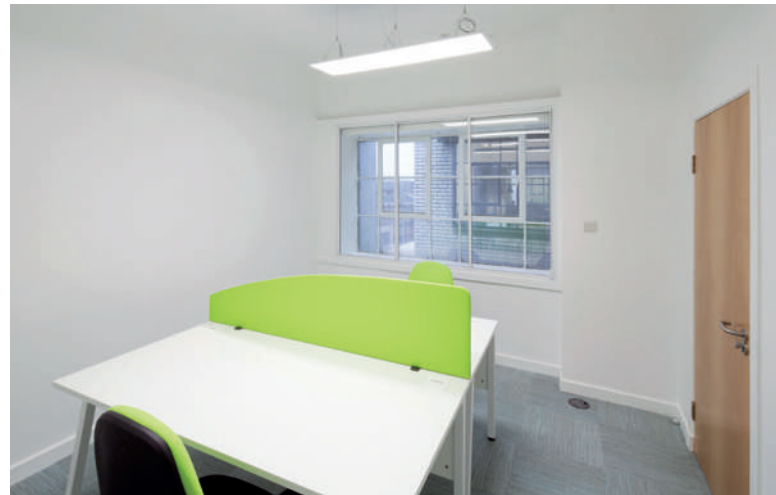


# FLEXIBLE

We rent by the room, not by the desk.  
That means that you can select your room and  
tailor the number of desks to your specific needs.  
We offer a fully equipped, customisable office  
space, ready as soon as you are.

Access the web at the speed of light - our fibre  
optic broadband makes sure our clients have the  
fastest internet access currently available.

Centrum Virtual is a market leader in the  
provision of Virtual Office Services, including Telephone  
Answering, Mailbox & Forwarding Services, Meeting  
Rooms and Hot Desks.





# EQUIPPED

Centrum provides a wide range of on-site facilities to assist your business, including:

- Video conferencing and presentation suite
- High speed wifi throughout the building
  - State of the art telephone system
  - Showers and bike racks
- Phase 2 roof garden and common room under development





# HELPFUL

**Our professional telephone reception service offers you the opportunity to enhance the image and reputation of your business.**

We will provide you with a unique telephone number (geographic or non-geographic) or you can simply divert an existing number- it's that simple.

Either way calls are answered in your company name by our fully trained reception staff.

Personal answering is a flexible service with call handling tailored to your requirements.

Options include passing callers to a number of your choice including voicemail or detailed messages can be taken, which are then forwarded to you by your chosen method.

Out of hours, calls can be diverted to your voicemail or to another number of your choice.



# INFO

The monthly licence fee includes all property costs such as rent, water rates, service charge, cleaning, repairs and maintenance, buildings insurance, heating and lighting and power. We also provide telephone and data connections.

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If you require any additional  
information please contact:

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