



### Urbis Executive Offices vs. Conventional Office

Our flexible programs and monthly fees include everything you need to operate efficiently from Day One, without the pressure or delays of ordering furniture and equipment, or of hiring and managing staff. Pay only for the services you need, when you need them.

Expense incurred in office	Conventional Office (Traditional)	Urbis (Executive Office)
Receptionist	\$ 1,800	\$ 0
Benefits for Staff, supportive and secretarial	\$ 500	\$ 0
IT Equipment and software	\$ 200	\$ 0
Photocopiers/Faxes/Telephones Videoconferences/Projector	\$ 300	\$ 0
Office supplies	\$ 100	\$ 0
Office furniture	\$ 200	\$ 0
Network maintenance Internet access – Optic fibre	\$ 100	\$ 0
Office Maintenance	\$ 100	\$ 0
Cleaning – Monthly cost	\$ 200	\$ 0
Assigned parking space in the same building.	\$ 100	\$ 0
Kitchen Service-Coffee-Water-Soft-drinks	\$ 100	\$ 0
<b>Monthly Rental Cost</b>	<b>\$ 900</b>	<b>\$ 900</b>
<b>Monthly Total Cost</b>	<b>\$ 4,300</b>	<b>\$ 900</b>
<b>Annual Total Cost</b>	<b>\$ 51,600</b>	<b>\$ 10,800</b>

**This analysis is based on a conventional office of 1000sqft., against an Executive Office of 120 sqft., plus all included areas in common, i.e. conference room, reception, breakroom, bathrooms, etc. (all add up 1000 sqft. area as well)**

### Cost Analysis

You can dedicate all your energy to your business, and rely on our experienced, caring team to handle everything else.

Based on the above, we calculate that Urbis Executive Offices will save you **\$40,000 a year** or more, compared to the costs of a conventional office set-up. Urbis Executive Offices saves you time and money in all these areas:

- Time spent searching for office space, weighing options, negotiating
- Identifying, interviewing, training and supervising receptionist and secretary
- Securing office furniture, making interior design decisions
- Purchasing photocopiers, printers, scanners, telephones, etc.
- Selecting and paying for Internet access services
- Provisioning office supplies
- Hiring maintenance and cleaning staff
- Contracting for cafeteria services (coffee, water, soft-drinks, etc)
- Leasing parking spaces