

CHOOSING new business premises isn't always straight forward, and professional advice should be sought to ensure you get the right office space to suit your needs.

If you are looking for new office premises or are thinking about starting a business, then you need to consider future expansion plans, security or whether the electrical wiring is adequate for TVs, computers, fax machines and telephone systems.

Your business needs to convey the right image to your clients from the office atmosphere to staff mannerism, products and services, as being focused is part of the battle.

A commercial property estate agent can help get you the best deals and location for your business.

If you are looking for conventional office space, a city center location is ideal and can be of paramount importance and worth the additional premium, while others may prefer the cost savings of not being located in the city centre.

A conventional office space is usually unnecessary when you are starting out a business as it will save you money, unless if you have a compelling reason, like having a lot of staff.

Some people prefer to start their businesses from home as it is the most cost effective way.

An office area can help the transition from being at home to being at work.

You may find you need a space to meet clients or additional staff to take your calls. But if you feel it is inappropriate to spend a lot of money



on office rental space or if you are unsure about its business potential, a virtual office is perfect. It helps you save money and give you the prestige and integrity you need to operate a business.

A virtual office provides you a business address rather than your home address. You may choose to work from home but your meetings can be held in your "office". Services such as mail forwarding and call answering are available.

If you need a meeting room, you can rent one. A virtual office also gives the impression you belong to a much larger company.

This can attract new businesses and is good for advertising and marketing purposes. It also allows you to establish your company in different parts of the country.

If you rent virtual office space, your office is located wherever you are. You can conduct business from every corner of the planet and have a centralised address, call-answering services in your own company name, with professional facilities to ensure your business has the status and value that most high-end customers require.

Later, when your business expands with more staff, more revenue and more customers, then you can consider investing in a dedicated office, but even then, you don't have to jump into it initially.

A serviced office is ideal, as there are no long-term commitments, and you can increase the number of staff and office furniture as required.

In addition, secretarial services and meeting rooms are available for hire and rent. Business support services and networking events can

BUSINESS

Office Premises



expand your business.

A serviced office provides a more exclusive address, which is invaluable in bigger cities.

There is no question that serviced office space is more flexible and practical in terms of your financial commitment, as contracts are short and can be terminated with little or no notice.

On the other hand, a standard leasehold agreement for a conventional commercial office space is usually five years, which represent a far longer-term commitment. However, the flexibility of serviced offices comes at a premium and you would pay much more compared with conventional space.

For most businesses, the bottom line with office space is going to be cost and while serviced offices offer a great deal of flexibility, they are not a cost-effective way of housing your business in the long term.

So, this is the time you have to consider a conventional office space, when your business has grown and is growing.

You can source a conventional office space through a company that can negotiate rents on your behalf (rather than a commercial estate agent).

Some office premises are an essential requirement for a growing business that requires full time staff. Moving from working at home, to venturing into a small business, business office space requires preparation and planning, as well as a good deal of negotiation to make sure it makes sense to you and your business.

Having the right office furniture will also make your office come to life, as well as making your staff more productive and happy. Office furniture suppliers can decide everything from the décor to ensuring each employee has his PC in the most ergonomic location. This leaves you to run your business, and do what you do best.

