



BEDFORD HEIGHTS

BEDFORD HEIGHTS BUSINESS CENTRE

QUOTATION FOR OFFICE SPACE

SUBJECT TO CONTRACT

Date: 4th September 2020

Unit No.	Level 3, Unit 317- 320
Size (sq ft)	489 sq ft
Rateable Value	3550 pa
Parking Allocation	2 spaces

Minimum 12 month lease:

Rent per sq ft p.a.	£13.00 psf pa	£ 6357.00
Service Charge per sq ft p.a. (est)	£5.32 psf pa	£ 2601.48
Building Insurance per sq ft p.a. (est)		£ 155.00
Business Rates (estimate only)		£ 1744.00
Electricity (estimate only)		£ 978.00
Car Parking	2 included	£ 0.00
Total cost per annum		£ 11,835.48
Cost per month		£ 986.29

Minimum 12 month lease with Small Business Rate Relief at prevailing rate:

Rent per sq ft p.a.	£13.00 psf pa	£ 6357.00
Service Charge per sq ft p.a. (est)	£5.32 psf pa	£ 2601.48
Building Insurance per sq ft p.a. (est)		£ 155.00
Business Rates (estimate only)		£ 0.00
Electricity (estimate only)		£ 978.00
	2 Included	£ 0.00
Total cost per annum		£ 10,091.48
Cost per month		£ 840.96

Additional Costs:

Office Cleaning	£11 per hour
Photocopying	From 10p per copy
Conference Room Hire	Prices available on request

	Tenants receive a 10% discount on room hire charges
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Telecoms and furniture not included

All prices subject to VAT