



# IW Serviced Office



## We are Your Solution.

**IW** **SERVICED OFFICE** offers premium fully furnished serviced offices and first-class virtual office services with premium secretarial supports. Conveniently located in the heart of Bangkok in the city's most prestigious CBD locations. IW Serviced Office is a one-stop corporate solution for all your business needs and an affordable luxury that will upgrade your working experience and transform it to a professional and productive one.

**OUR 3 STRATEGIC LOCATIONS** in Sathorn and Sukhumvit are steps away from BTS skytrain stations which allow you to save your time in commuting and focus your energy on your business goals.

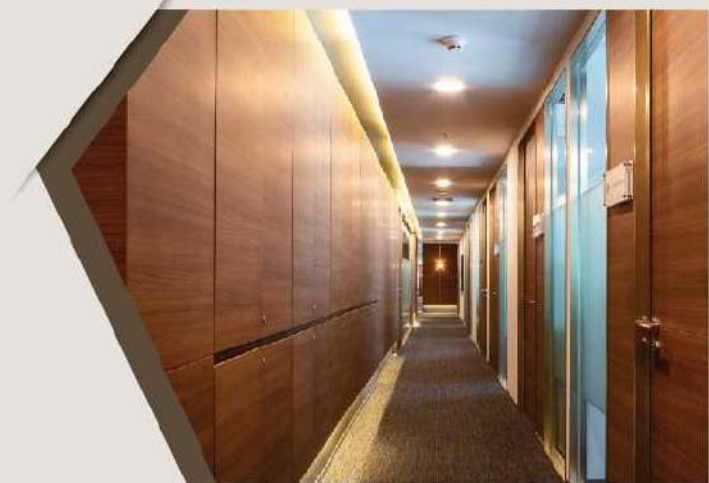
"Step into one of our Bangkok Serviced Office with a bag of determination and we will take care of the rest!"

## Why us

- Professional Support
- Modern Facilities
- Transparent Pricing
- Flexible Leasing Term
- Cost Effective

## Quick Facts

			Room		
Sathorn	15F Sathorn Thani	Chong Nonsi	17	78	2
Sukhumvit	23F Two Pacific Place	Nana	47	140	3
Sukhumvit	20F UBC II	Phrom Phong	59	190	5







IW Serviced Office

Co-working Space





# Virtual Office & Co-working Space

## Looking to setup a satellite office in Bangkok?

Our IW Virtual Office is a very cost-effective solution for those starting their business, opening a new branch, testing market in Thailand or simply wanting a prestigious address on your business card. With an impressive image on your business front and professional personal assistant as well as technical support on hand, your Virtual Office can operate even when you are not physically here.

### VIRTUAL OFFICE

	Gold	Platinum	Dedicated Desk
Business Address	✓	✓	✓
Mail Handling	✓	✓	✓
Use of worklounge <sup>1</sup>	✓	✓	✓
Fax Handling	✓	✓	✓
Telephone Answering Service	✓	✓	✓
Dedicated Telephone number	✓	✓	✓
Virtual Receptionist	✓	✓	✓
Meeting room <sup>2</sup>	✓	✓	✓
Personal Work Station			✓
	<b>4,000</b> (THB) per month	<b>5,000</b> (THB) per month	<b>7,500</b> (THB) per month

### CO-WORKING

	Day	Month	Plus
Use of worklounge <sup>3</sup>	One Day	Unlimited	Unlimited
Wi-Fi	✓	✓	✓
Beverages	✓	✓	✓
Business Address			✓
Mail Handling			✓
Meeting room <sup>2</sup>			✓
	<b>400</b> (THB) per day	<b>5,000</b> (THB) per month	<b>6,500</b> (THB) per month

<sup>1</sup> 4 days per month

<sup>2</sup> 4 hours per month

<sup>3</sup> During operation hour

Above price subject 7% VAT\*\*





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# Additional Fee

Business Support	Normal Business Hour	After Hour
General Personal Assistant	Bt. 250 per 15 minutes	Bt. 300 per 15 minutes
Translation Services	Price upon request	Price upon request
Legal Service	Price upon request	Price upon request
Air Condition	-	Price upon request

## Courier Redirection

Mail Keeping	Complimentary
Domestic Postage	Actual + Bt. 150
International Postage	Actual + 30%
Messenger Service	Actual + Bt. 150

## Security Access Card

Additional	Bt. 700 per card
Replacement	Bt. 700 per card
Office Suite Key	Bt. 150 per key
Mobile Pedestal Key	Bt. 350 per key

## Meeting Room (office hour)

	Hour	Half Day	Full Day
4 seats	500	1,700	3,000
6-8 seats	700	2,500	4,500
10 seats	900	3,500	5,500
Private Office (day-use)	Start from THB 1,500 per day		
After-hour Surcharge	Bt. 500 per hour		
Business Catering	Price upon request		

## IT Services

IT Support	Bt. 250 per 15 minutes
Add Wifi access (1 user)	Bt. 500 per month
Public IP Address (1 IP)*	Bt. 2,000 per month
Rack Space (1 unit)*	Bt. 3,000 per month
*IT Set Up Fee	Bt. 2,500 (one time)

## Telephone Fax line

Installation Fee	Bt. 2,000 per line
Phone rental (1 Direct line)	Bt. 2,000 per month
Fax Line	Bt. 2,000 per month

## Furniture Rental

Executive Chair	Bt. 1,500 per month
Desk	Bt. 1,500 per month
Mobile Pedestal	Bt. 750 per month
Cabinet	Bt. 1,000 per month

## Fax Handling

Forwarding to your email	Complimentary
Print out (B&W)	Bt. 7 per page
Faxing out (B&W)	Actual Tel.+ Bt. 7 per page

## Signage

Directory rental	Bt. 500 per month
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## Photo Copy Printing

	without assistance	with assistance
A4 Black & White	Bt. 3.5	Bt. 7 per page
A4 Color	Bt. 30	Bt. 35 per page
A3 Black & White	Bt. 10	Bt. 15 per page
A3 Color	Bt. 50	Bt. 55 per page

## Scanning

	without assistance	with assistance
A4	Bt. 3.5	Bt. 7 per page
A3	Bt. 10	Bt. 15 per page

## Parking

Car Parking Space - monthly	Bt. 3,500 per car
1st hour	Free Stamp
2nd hour and after	Bt. 50 per hour
Motorcycle Park - monthly	Bt. 800 per car

## MISC

Agreement Translation	Price upon request
Consent Letter	Bt.3,000 per set
Time Attendance - monthly	Bt.500 per person

Update 21 July 2023





# 3 STRATEGIC LOCATIONS



Chong Nonsi Station ▶ Exit # 2

15F Sathorn Thani Building 1

+6681 818 - 2874

chaiyaporn@bhlproperty.com

www.bhlproperty.com



Phrom Phong Station ▶ Exit # 5

20F UBC II Building

+6681 818 - 2874

chaiyaporn@bhlproperty.com

www.bhlproperty.com



Nana Station ▶ Exit # 2

23F Two Pacific Place Building

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