

## WHY CHOOSE A BUSINESS CENTER?

Do you need immediate access to a furnished and decorated office ready to connect your computer and get to work? Do you need flexibility when it comes to acquiring a commitment of permanence? At **alba 3** we adapt to you and your company, offering you a strategic, representative and well-communicated location in one of the best business areas of Madrid, just a few minutes away from the airport.

## ADVANTAGES OFFERED BY alba 3

Our long experience in the business center industry allows us to identify and manage quickly and efficiently any specific need of our clients.

These are some of the advantages offered by **alba 3** :

✓ **Immediate office availability.**

The rapid changes in society and, above all, in today's economy, demand immediate solutions for the implementation and development of your business, such as avoiding the always high initial investment in traditional offices or the mandatory and time-consuming bureaucratic procedures for the start-up of a company. At **alba 3** your business will be fully operational in just one day!

✓ **Adaptability.**

At **alba 3** we analyze each client's request in-depth, to offer the most suitable solution for their business, needs and budget. Our clients are always aware of all the information concerning their monthly expenses.

✓ **Professional staff**

At **alba 3** clients have a whole team of experienced and multilingual staff at their disposal. Our professionalism and discretion will help you project an excellent image of your company.

✓ **Multi-purpose spaces.**

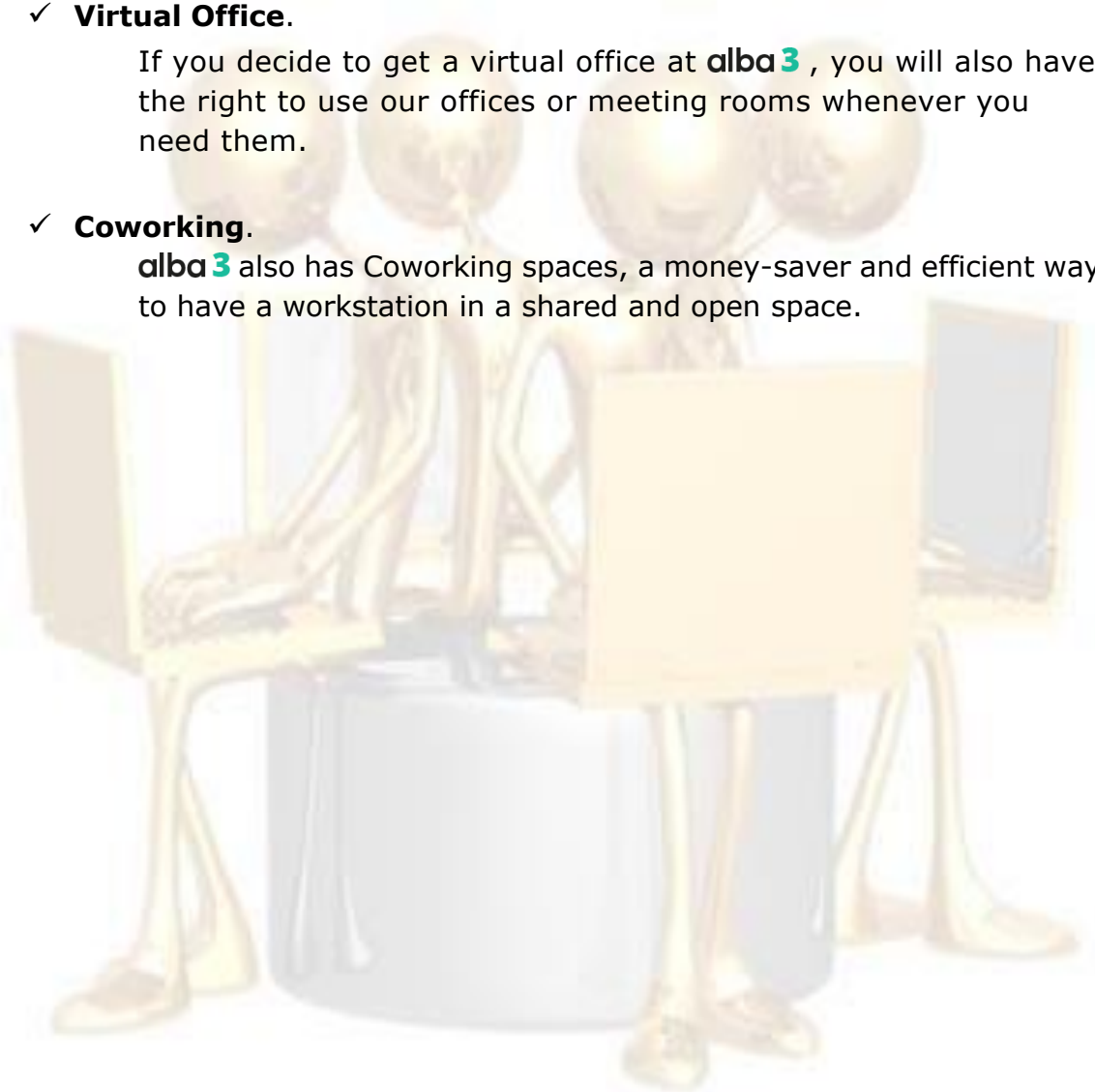
At **alba 3** we will immediately solve your needs to increase or reduce your office space at any time, as well as to use any of our meeting rooms for your business meetings or events.

✓ **Virtual Office.**

If you decide to get a virtual office at **alba 3**, you will also have the right to use our offices or meeting rooms whenever you need them.

✓ **Coworking.**

**alba 3** also has Coworking spaces, a money-saver and efficient way to have a workstation in a shared and open space.



## OUR OFFICES

### Office rental at alba 3 includes:

- Exclusive access to your office using personalized electronic key.
- Use of the spacious and elegant reception, waiting, vending and office areas.
- Fiscal and commercial domiciliation of your company.
- Wifi (high-speed Internet) and independent VLAN in each office.
- Exclusive telephone number with personalized switchboard service.
- Water, electricity, heating and air conditioning.
- Community fees, local taxes and civil liability insurance are included.
- Daily maintenance and cleaning services.
- Your company logo and mission are shown in our video-business directory at the entrance.
- Personalized attention for your visitors and phone calls.
- Receipt, delivery and dispatch of your correspondence.

### OTHER SERVICES (upon request):

- Tax, labour, legal and marketing advice.
- Design of logo, promotional material, stationery, etc.
- Possibility of renting parking spaces.
- Secretarial and translation services.
- Advice on organization of business events.
- Administrative services: photocopying, binding, scanner.
- Catering services (coffee break, meals)

➤ **alba 3 Opening hours:**

- Monday through Thursday from 8:30 a.m. to 7:00 p.m.
- Friday from 08:30 to 18:00

➤ **Access hours to the Fiteni building:**

- Monday through Friday from 6:30 a.m. to 24:00 p.m.
- Saturdays and Sundays from 8:00 to 20:00

➤ **24-hour surveillance and access control all year round.**

➤ **Emergency and evacuation plan.**



## INITIAL INVESTMENT

TYPE OF EXPENDITURE	OFFICE RENTAL	ALBA 3
PANEL REFURBISHMENT	3.500 €	0 €
FURNITURE	5.000 €	0 €
LASER MULTIFUNCTION	5.000 €	0 €
SECURITY	750 €	0 €
VOICE	3.200 €	0 €
DATA	3.000 €	0 €
DEPOSIT	2.520 €	2.750 €
RECRUITMENT	360 €	0 €
<b>TOTAL AMOUNT</b>	<b>23.330 €</b>	<b>2.750 €</b>

## FIXED COSTS PER MONTH

TYPE OF EXPENDITURE	OFFICE RENTAL	ALBA 3
	70 metres	
RENTAL	700 €	1.000 €
COMMUNITY	210 €	0 €
ELECTRICITY	240 €	0 €
WATER	20 €	0 €
CLEANING	240 €	0 €
VOICE-DATA	120 €	0 €
MAINTENANCE	0 €	150 €
SERVICES NOT INCLUDED	0 €	120 €
MEETING ROOM	0 €	120 €
SECRETARIAT	1.400 €	0 €
<b>TOTAL AMOUNT</b>	<b>2.930 €</b>	<b>1.270 €</b>

## MEETING ROOMS

### MEETING ROOMS/CLASSROOMS/ SHOW-ROOMS

**Capacity from 4 to 65 people**

**Rooms can be set up according to your needs and requirements** (classroom, meeting room, horseshoe assembly, etc.)

#### ALL MEETING ROOMS HAVE:

- 42-inch plasma TV
- Broadband Internet access Local Area Network WiFi access
- Access to b/w and colour copiers/printers
- Stationery and office supplies (according to tariffs) Coffee-break and catering service (according to tariffs)

#### AVAILABLE UNDER REQUEST

- Flip-chart board
- Digital and analogue telephone lines
- Video projector 1024 x 768 Pixel Screen (220 cm x 170 cm)





<b>alba 3</b>		<b>2024 MEETING ROOMS RATES</b>				
<i>Room Name</i>	<i>m2</i>	<i>Month</i>	<i>Week</i>	<i>Day</i>	<i>1/2 Day (4,5 h.)</i>	<i>50 min</i>
Madrid	50	3.430,00 €	1.030,00 €	303,00 €	216,00 €	73,00 €
Pamplona	35	2.974,00 €	893,00 €	262,00 €	187,00 €	63,00 €
San Sebastián	20	2.115,00 €	635,00 €	186,00 €	130,00 €	44,00 €
Segovia	19	1.430,00 €	430,00 €	126,00 €	90,00 €	31,00 €
Sevilla	15		307,00 €	88,00 €	62,00 €	21,00 €

**21% VAT NOT INCLUDED**  
**Weekend supplement : +20% of Daily Rate**



## VIRTUAL OFFICE

The Virtual Office allows you to instantly have a fully operational office, wherever you are, without the need for a physical presence.

If your business does not require physical or administrative space but does require a [legal address](#), a [secretary](#) and a [meeting room](#), **alba 3** offers a wide range of solutions. The Virtual Office is a service designed and developed for you and your company to enjoy the advantages of having a business address or a registered office in a first-class location, where all your [telephone calls](#) will be attended to and managed. You will also have priority in hiring [meeting rooms](#) and [fully equipped offices](#) whenever you wish and for as long as you need them.

### BASIC VIRTUAL OFFICE

**"I just need an address to receive my mail".**

- Fiscal and commercial domiciliation of your company.
- Professional address in a prestigious business area.
- Personalized reception of your visitors.
- Reception and handling of your correspondence, with your exclusive mailbox.
- Immediate notification of express and certified correspondence via email.
- Additional services available: courier service, scanner, photocopier, etc.

### PREMIUM BASIC VIRTUAL OFFICE

- It offers the same services as the Basic Virtual Office, plus **4 hours of use of the Sevilla Room per month.**

### VIRTUAL OFFICE PLUS

**"My calls will be answered".**

- Fiscal and commercial domiciliation of your company.
- Professional address in a prestigious business area.
- Personalized reception of your visitors.
- Reception and handling of your correspondence, with your exclusive mailbox.
- Immediate notification of express and certified mail, via email.
- **Assignment of a telephone number for your exclusive use.**
- Incoming calls answered by a multilingual staff and forwarded to any landline or mobile phone in Spain or abroad (standard rates).
- Phone messages notified to you via email.
- Additional services available: Courier service, scanner, photocopier, etc.



## PREMIUM VIRTUAL OFFICE PLUS

- It offers the same services as the Virtual Office Plus, plus **4 hours of use of the Sevilla Room per month.**

VIRTUAL OFFICE FEES	
BASIC VIRTUAL OFFICE	55€/month
PREMIUM BASIC VIRTUAL OFFICE	105€/month
VIRTUAL OFFICE PLUS	110€/month
PREMIUM VIRTUAL OFFICE PLUS	160€/month

**Minimum contract period: 4 months**

## COWORKING

**"I just need to plug in my laptop".**

At **alba 3** we offer **Coworking** spaces and a physical workstation in a shared office. A solution that offers a new and better way of working, providing you with an excellent representative image for your clients.

It is the ideal solution for those who are looking for a place to work flexibly, a perfect space to practice networking and generate synergies that also allow you to enjoy all the services of our business center **alba 3**. All you have to do is plug in your laptop and get to work.

- Workbench and lockable drawer unit
- Internet access (WiFi and fibre optic)
- Fiscal, social and commercial domicile of your company
- Use of our address on your stationery
- Reception of mail and parcels
- Personalised reception of your visitors.
- Immediate notification of the receipt of parcels, express or registered mail.
- Daily mail delivery
- Access to meeting rooms for as long as you need (see room rates).

COWORKING SPACE RATES	
BASIC COWORKING OFFICE / per month	200€/month

