



Services for Tenants

as at January 1st 2008

Consultancy Services:	
➤ advice in procurement of funds	F
➤ business start-up advice	F
➤ support in developing a business plan	F
➤ arranging of contacts with networks and partners	F
➤ marketing support	G
➤ publications in the "Dresden Transfer Letter" and "SaxonMail"	F
➤ promotion management	G
➤ credit rating	K
Communications	
➤ digital PBX connection	Z
➤ analogue extension port/analogue connection	Z
➤ EURO-ISDN connection	K
➤ Internet connection / domain	G
➤ Web hosting	G
➤ video conferencing	G
➤ Vodafone mobile connection	G
➤ Vodafone Corporate Group	G
➤ campus data network	Z
➤ mail archiving on our central server ZOE	K
Interoffice Services	
➤ reception service	F
➤ fax m/c	G
➤ postal services - letter, parcel	F
➤ mailroom	F
➤ office and building cleaning (maintenance cleaning)	G
➤ safe security lockers	K
➤ technical and electrical services	F
➤ underground car park	K
Office Services	
➤ writing service	K
➤ copying service	G
➤ franking machine	K
➤ hotel bookings	G
➤ car rentals	G
➤ our own van, 1,320 kg payload / 9 seats	K
➤ company car leasing	G

Conference Services	
➤ conference rooms	F
➤ conference equipment (overhead projector, slide projector, video projector, flip chart, pin board, microphone system, EURO-ISDN connection)	F
➤ video conferencing	G
Guests	
➤ in-house catering / cafeteria	G
➤ guest room	K
Other	
➤ Benefits from membership of the Federal Association of Innovation Centres e.V.	G
➤ Preferences from the membership of the British Chamber of Commerce in Germany e.V.	G

legend: F - no charge for tenants

G - no charge for provision of service, but fees of external service providers must be paid

K - subject to a fee

Z - tenants will be charged expect for basic equipment