

Warmest greetings from Avenue Business Centre!

We are located in **Setiawalk, Puchong**. Kindly find below listing of **Instant Office** suites for minimum of **six months** contract basis for your consideration:-

Monthly rental rate for serviced office listed below according to total person, type of office & sizes:-

Workstation	Type of Office	Size of Office	Rate (RM)
1 workstation	Window view	81 sq ft – 87 sq ft	1350.00
1 workstation	Internal view	73 sq ft – 84 sq ft	900.00 – 1100.00
2 workstations	Window view	103 sq ft – 110 sq ft	1650.00 – 1800.00
2 workstations	Internal view	90 sq ft – 131 sq ft	1200.00 – 2100.00
3 workstations	Window view	105 sq ft – 158 sq ft	1700.00 – 2550.00
4 workstations	Window view	179 sq ft	2900.00
4 workstations	Internal view	179 sq ft – 190 sq ft	2500.00 – 2900.00

All the above serviced office units furnished with:-

- Executive table
- Pedestal on each table
- Executive chair
- 1 unit of individual controlled air-conditioning system
- 1 dedicated phone line using IP phone

Our package price is inclusive of the following:-

- Fully furnished office suite complete with working table, chair, pedestal, individual air-conditioning, telephone, carpet and roller blind/curtain and inclusive of utilities.
- Dedicated phone line with personalised answering and forwarding service in the name of your company
- Corporate mailing address
- Mail handling
- Unlimited broadband access
- Free access of business lounge
- Free 5 Hours of meeting room usage
- 24 hours accessibility security door system
- Cleaning services (including your office, pantry, common area)

Documents:-

Duly completed and signed Registration form;
 Photocopy of IC/Passport (Owner/Signee); and
 Photocopy of Form 9 & 49 (Sdn Bhd)
 Photocopy of Form D (Enterprise)
 Photocopy of Foreign incorporation Documents (Representative Office)
 Authorization Letter (if any)

Payment term:

Miscellaneous Deposit (Refundable) : 50% of Suite Price
 2 months Security Deposit (Refundable) : Suite Price x 2
 1 Month Advance Rental : Suite Price
 Access Card : RM100 x card amount
 Telephone Line Activation (One-time charge) : RM150 per line
 Company Signage (One-time charge) : RM150

Note:

Out going call will be charged based on normal telco rate plus 21% surcharge.

VIRTUAL OFFICE PACKAGE

Kindly find our Virtual Office packages for a minimum of **three months rental basis** for your consideration:-

Basic Package – RM 60.00 per month

- Corporate mailing address
- Personal mail handling

Executive Package – RM 110.00 per month

- Corporate mailing address
- Dedicated telephone line
- Professional receptionists to answer and your calls in your business name
- Personal mail handling
- Use of centre's fax line

Superior Package – RM 150.00 per month

- Corporate mailing address
- Dedicated telephone line
- Professional receptionists to answer and your calls in your business name
- Personal mail handling
- Use of centre's fax line
- 3 hours meeting room usage per month (Mon-Fri, 9am-6pm only. Subject to availability)
- Free 15 hours access to business lounge per month
- Complimentary coffee and tea
- Wifi Access

Premium Package – RM300.00 per month

- Corporate mailing address
- Dedicated telephone line
- Professional receptionists to answer and your calls in your business name
- Personal mail handling
- Use of centre's fax line
- 5 hours meeting room usage per month (Mon-Fri, 9am-6pm only. Subject to availability)
- Unlimited business lounge access
- Complimentary coffee and tea
- Wifi Access

Incoming fax - RM0.50 per page, Scan & email: RM1.00

Meeting Room Rental – RM 80.00 per hour*

Document Required:-

Photocopy of IC or passport (owner/signee)
Photocopy of Form 9 & 49 (Sdn Bhd)
Photocopy of Form D (Enterprise)
Photocopy of Foreign incorporation Documents (Representative Office)
Authorization Letter (if any)

Payment terms:-

- 3 months security deposit (refundable) : Package Price x 3
- 3 months advance Rental : Package Price x 3
- Miscellaneous deposit (refundable) : RM100
- Telephone line activation (one time charge) : RM150

Hope to receive your leads in future and deal business together.

Thank you and best regards,
Razifah Supaat
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