

# The Quadrus Centre

## The Quadrus Centre FAQ's



### **Q. What is the difference between a business centre and a business incubator at TEDCO?**

Whilst all of our sites offer purpose built facilities on flexible terms with award winning customer service, at our Business Incubator sites there are additional services available that have been specifically designed to encourage your business to grow.

### **Q. How can I rent space at TEDCO?**

We invite anyone who is interested in taking space at one of our centres for a tour to see the range of services and facilities we have available. At our Business Incubators, your business will need to meet certain criteria and demonstrate your aspirations for growth. We assess this through an interview with the Incubator Manager.

If TEDCO is the right environment for you, then you will sign our rental agreement (the Licence Agreement). You will also need to pay the current month's rental fees (Licence Fees) before you move in.

### **Q. Is there a deposit to pay?**

Yes, your deposit would be the equivalent of one month's Licence Fee, there are also key deposits to pay and these are both payable prior to moving in.

### **Q. What does my Licence Fee include?**

Your Licence Fee would be payable to TEDCO by Direct Debit and would include:

- The rental of your office / unit space.
- Our Growth and Development service.
- Reception service.
- Use of all common facilities.
- Cleaning, heating and lighting of all common areas.
- Waste Management services, including recycling facilities.
- 24 hour access, 365 days a year.
- Free internet access in our reception areas.
- Broadband connectivity in your office/s.
- Utility costs.
- Our security service, which includes manned security guards, monitored CCTV 365 days a year and a road blocker at the main entrance of the site.
- Car parking.
- Local Authority Rates.

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### **Q . Are there any other costs?**

There are additional services available at TEDCO, such as photocopying, faxing and postage, which do have a charge associated with them. More details of the services and costs are available from the Individual centres.

Your business will need to provide us with verification of Public Liability Insurance and also any special insurance your business operations may dictate.

### **Q . How long am I committing myself for when I sign the Licence?**

We have flexible terms at The Quadrus Centre, we require only one full months written notice to cancel a Licence Agreement.

### **Q. How long can I stay at a TEDCO Business Incubator?**

Our Business Incubators aim to encourage and support your ambitions for growth. As long as your business is growing or has active plans to grow you can continue to operate from the centre. Unless of course you have grown too big for us. You can have a maximum of 2 units and we have a variety of office sizes (up to 67 m<sup>2</sup>), but when you need more than this we will help you move on to bigger things.

### **Q. Are telephones and broadband included?**

All of our offices are pre-cabled with Cat5 structured cabling to provide voice and data services. There is no additional charge for the telephone points or your broadband connection. You would however be charged for your telephone calls.

### **Q. Is parking available at your centres and is it free?**

The Quadrus Centre has secure, free parking, with dedicated disabled bays. Parking is on a first come first served basis, the parking is not allocated.

### **Q . How do I find you?**

Please click on the how to find us section

**We have attempted to answer some of the likely questions you may have. However if you have any centre specific questions, please do not hesitate to contact us.**