

# TEDCO Business Works

## TEDCO Business Works FAQ's

### **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. Our aim is to provide an environment that will support your business needs, so we talk to everyone who wishes to apply for space to assess how we can achieve this.

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 at all sites would include:

- The rental of your office / unit space.

- 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.

- 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.

### **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.

Licence Fees for office units include utility charges, whereas manufacturing and light assembly units are subject to additional utility charges based on monthly meter readings.

# TEDCO Business Centre

## TEDCO Business Works FAQ's

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

We have flexible terms at all TEDCO centres, we require only one full months written notice to cancel a Licence Agreement.

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

You can have a maximum of 3 units and we have a variety of office sizes (up to XX m<sup>2</sup>), but when you need more than t his we will help you move on to bigger things.

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

All units have at least a single telephone point. We can arrange for additional telephone points, however there would be a charge. You would also be charged for your telephone calls. A broadband connection is not included in the Licence Fee, but this can be arranged for a monthly fee.

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

Our centres in Jarrow and South Shields have 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?**

Our centres are located centrally with easy access to public transport or alternatively 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.**