

## Additional Products & Services

### Offices by the day

Should a client wish to meet you at your offices, we can provide you with a fully furnished office or room on a daily basis. This is an ideal option for home workers who need to create the right impression with their customers but do not need a permanent office. Each office would normally be provided with:

- 1 desk
- 2 visitors chairs
- Telephone
- Broadband connection
- Use of reception service

Different furniture can be provided (if available in the centre) to suit your needs, whether you are using the room for a financial consultation with a customer through to a more personal consultation with a patient.

### Meeting Room Hire

We have meeting room facilities that can be hired on an hourly, 1/2 day or daily basis. The rooms can be set out in a number of different ways and can be used for:

- Interviews
- Board meetings
- Training sessions
- Presentations

Our facilities can be hired by customers with offices in our centres and organisations from outside the centre. Meeting room hire on an hourly, 1/2 day and daily basis is more economical than rooms charged on a per delegate basis. A number of catering options are available in addition to the normal tea/coffee/water refreshments.

### Virtual Office

Our Virtual Office service is ideal if you want to create the impression that you have an office but don't actually need one. It is also useful if you need to create a regional presence. The service is also great if you need someone to take calls for you during business hours when you are occupied with client meetings, supplier meetings, paperwork and all those time consuming tasks you perform in keeping your business running. With a Virtual Office, we provide you with a telephone number and either answer the calls in your business name or forward them directly to you. The service also provides you with the ability to use our address for your post. If you do not need the call answering element of the service, then we can just provide you with a mailbox for receipt of your post.

### Broadband

We have a range of Broadband packages designed to suit the needs of you and your business. Please see the enclosed/attached leaflet explaining exactly what we can provide

### Administration & Secretarial Support

Secretarial support and administration services are available from our professionally trained on site team. Whether you need a letter typed, a mailing sent out or some administrative work undertaken, our staff are ready and willing to help.

**Images used throughout this brochure are for indicative purposes only.**



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**Longfields Court**

telephone **08700 551 838**

**DBH Barnsley**

Longfields Court, Wharnccliffe Business Park, Barnsley.

Email: [Barnsleysales@dbh-offices.com](mailto:Barnsleysales@dbh-offices.com)

Website: [www.dbh-offices.com](http://www.dbh-offices.com)



**Longfields Court**

#### Misdescription Act

The agents on their behalf and for the sellers or lessors of this property whose agents they are, give notice that: (i) The particulars are set out as a general outline only for guidance of intending purchasers or lessees and do not constitute, nor constitute part of, an offer or contract. (ii) All descriptions, dimensions, references to condition and necessary permissions for use and occupation, and other details are given in good faith and are believed to be correct, but any intending purchasers or tenants should not rely on them as statements or representations of fact, but must satisfy themselves by inspection or otherwise as to the correctness of each of them. (iii) No person employed by the agents has any authority to make or give any representation or warranty whatever in relation to these properties.

## DBH Barnsley

Longfields Court is a purpose built business complex designed to meet the needs of any organisation requiring business space. The centre has been built with flexibility and suitability in mind and provides a variety of accommodation types from highly specified air conditioned office space through to industrial units. Workspace is also available which is a combination of workshop and office space.

The high specification, air conditioned office space can accommodate organisations requiring between 1 and 250 workstations (75 - 19,750 sq ft)

Workspace and workshops range from 345 - 6,700 sq ft

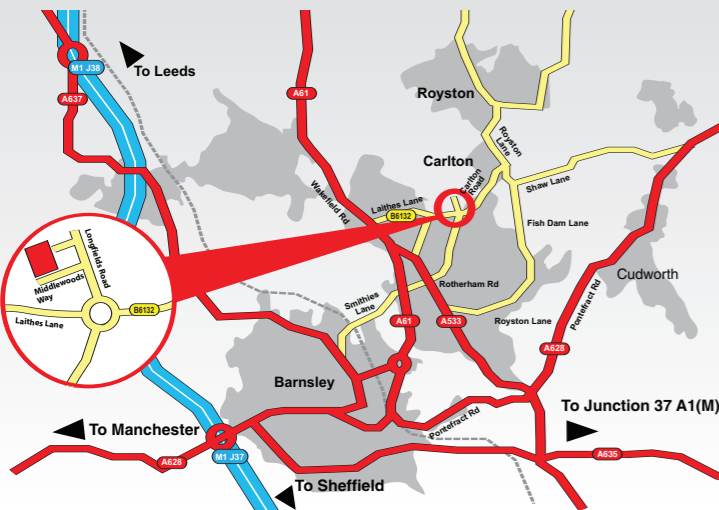
Two meeting rooms are available accommodating 6 and 12 people respectively.

### The Location

Wharcliffe Business Park is located approximately 3 miles to the North of Barnsley Town Centre with good access to the A61 and is near the villages of Royston and Carlton. The site adjoins Athersley Memorial Park and the Carlton Industrial Estate with good local amenities and convenient transport links. The site benefits from views across open playing fields and close proximity to the local business community.

### High Specification Serviced Offices

All offices benefit from thermostatically controlled air conditioning/heating and are finished to a high specification. Furnished with modern furniture, a striking reception and professional on site staff, the office building provides its occupants with a comfortable and practical working environment coupled with a highly professional image.



### Workspace

Workspace consists of a self contained office/storage styled unit with its own kitchen and toilet facilities.

The units are finished to a high specification with high quality furniture, carpets, power, telephone/data cabling, heating, lighting and their own front door.

### Workshops

A variety of different sized units with self contained office, kitchen and toilet facilities are available on fully serviced and flexible terms. Additional storage space is available above the office/toilet structure and the units are finished to a high specification with a fully furnished office, surface mounted power, telephone/data cabling, heating, lighting, kitchen and toilet facilities.

### Terms

All accommodation is provided on flexible "all inclusive" licences with telephone lines and equipment. Terms are primarily offered on a monthly basis with options to extend where appropriate.

Tailor made packages can also be put together where appropriate.

### Features

All accommodation benefits from: - On site parking - 24/7 access & security monitoring - call answering & reception services - on site management team - access to meeting rooms - state of the art telephony - high speed internet connectivity.



## DBH Office License Fees Include:

### Set Up Costs

#### Office

- Air conditioning
- Furniture
- Power/lighting installation
- Furnishings (carpet/painting/blinds)
- Partitioning
- Security/Fire alarm
- Keys

#### Kitchen

- Units & installation
- Equipment
- Consumables

#### Reception/Common areas

- Furniture
- IT
- Pictures
- Plants
- Fire extinguishers

#### Meeting room(s)

- Air conditioning
- Furniture
- Pictures
- Plants

#### Telecoms

- System purchase
- Data cabling & equipment
- Installation, programming & training

#### Professional fees

- Solicitor
- Surveyor

### Running Costs

#### Landlord

- Rent
- Service Charge
- Building insurance

#### Council

- Business Rates

#### Cleaning/Refuse

- Waste disposal
- Cleaning contract
- Window cleaning
- Sewerage

#### Telecoms

- Line rental
- System maintenance

#### Security

- Alarm maintenance
- Monitoring/call out service

#### Utilities

- Water
- Electricity
- Gas

#### Repairs & maintenance

- Air conditioning servicing
- Contractor labour costs
- Materials & consumables

#### Staffing

- Telephonist/Receptionist/Secretary
- Office manager time
- Accountant administration
- Recruitment fees/staff on costs
- Staff training

#### Car parking

- Parking charges
- Parking rates

