

BUSINESS OFFICES SUPPORT SERVICES LIMITED - LIST OF SERVICES RENDERED

Dear customer,

Business Offices Support Services (BOSS) Limited is an office solution and business support centre. We provide virtual and serviced office facilities with a business support system comprising of various packages that can be tailor made to suit individual business requirements, all on flexible terms and customized by arrangement.

Our serviced offices are tastefully furnished and fully functional office suites, with access to

- Client greeting and reception services
- Advance IT and telecommunications
- Meeting, conference and training facilities
- High profile office equipment
- Professional secretarial and administrative support
- Adequate backups to ensure uninterrupted power supply

Our office support facilities

- Free parking
- Black and colour photocopying
- Scanning
- Colour laser printing
- Fax
- Word processing and typing
- Desktop publishing
- Laminating
- Document binding
- Computer support
- Couriers
- Secretarial/PA support
- Stationery supply
- Audio visual Equipment (proximal)
- Meeting room
- Teleconferencing
- Videoconferencing
- Internet and email
- Free professional janitorial services
- Messenger services

Our business support services

- Financial and legal advisory services
- Company registration
- Catering for your events

- Travel arrangements and hotel reservations
- Market research
- Mail dispatch
- Corporate identify and web designs
- Promotions
- Accountancy/book keeping
- Auditing
- Filing
- Equipment rental
- Special and professional magazines
- Office supplies
- Translations
- Presentations
- Preparation of bid documents
- Any other requirements on request

Fully furnished executive office suites

- Executive table
- Executive swivel chair
- Visitors chairs
- Corner meeting table and chairs for two
- Internet and local network connection with firewall protection
- Intercom phone

Lounge

- Newspapers and magazines
- Satellite television

Meeting/Training/Conference room facilities

- Flexible seating configurations
- Flip chart boards

Our virtual office

Our virtual office is structured to assist in establishing your business instantly with ease and at the fraction of the cost with all the support needed.

For our foreign based clients, our office located in Victoria Island, which is the business centre of choice in Lagos, is equipped to provide your business with maximum support needed to guarantee successful business transactions. We will assist in the planning and facilitating of all your business visits and requirements.

We offer you the benefits and services of a full time office and save you the cost of renting an office space. Clients on this package also have access to the serviced offices at a fee.

Offers include but are not restricted to:

- Telephone services with instant messaging
- Dedicated telephone answering

- Mail and packages handling with instant notification and forwarding at additional cost
- Office assistant services: This is a personalized service whereby we handle the details of your calls or mails in your absence but strictly according to your instructions
- Access to short let offices and meeting rooms (must be booked ahead of time)
- Access to our business support services
- Our news boards keep you informed about plans, adjustments and improvement in our services and other activities

Our pricing is flexible to accommodate all sorts of business requirements. This is because we realise that clientele tastes differ. Packages therefore are tailored to suit each need. Additional charges will be incurred for mailing and postage, printing and fax prints, special supplies or projects and office assistance.

Our virtual office is ideal

- If you require to hold meetings in Lagos city without a permanent office
- If you are travelling business person
- If you work from home and need a corporate image and prestigious address for client interaction
- If you need an office identity and cannot afford physical office
- If you have a start up business and want to test the waters before tying down capital
- For specialised or short term projects
- For foreign firms which need a representing office at minimal cost

We give you the advantage of

- Minimizing upfront capital investment
- A good method of managing investment risks
- A low cost solution to attaining set business goals
- Concentrating on your business while we handle your office front

Note: The serviced office users are required to pay for the virtual office as well.

Yours faithfully,



Mary Ojeikere
(Manager)

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