

## ABOUT CYPRUS BUSINESS CENTER

### About Us

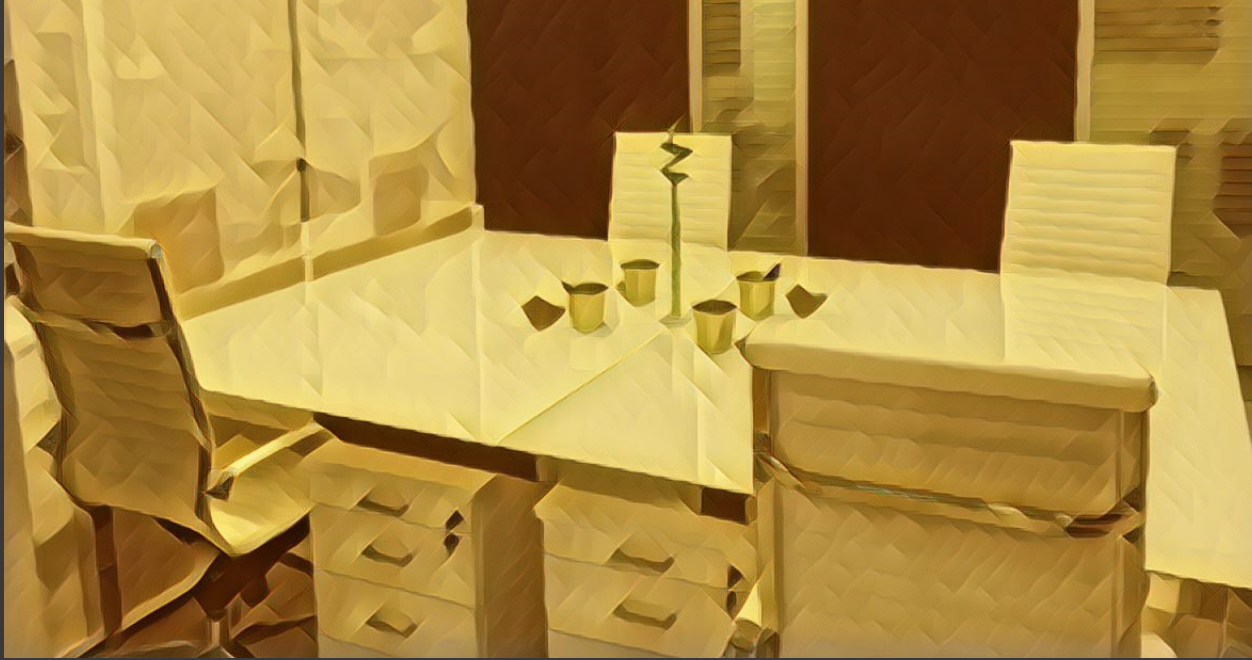
*CYPRUS BUSINESS CENTER* is located on the Strovolos Avenue in Nicosia, Cyprus and offers fully serviced and virtual offices complemented by a full range state of the art services and facilities and an on-site office support team.

The luxury offices of various sizes and configurations, with a central reception area, a fully-equipped boardroom, kitchens, secure private covered parking and a host of other facilities and support services. The offices feature a modern design, a resourceful layout, a professional operational approach and a peace-of-mind mentality.

### Management Team

*CYPRUS BUSINESS CENTER* is managed by local professionals with over 15 years of experience in corporate, fiduciary, international banking and management & administration services in Cyprus and abroad.

The centre works closely with an alliance of local and international highly specialised firms, which allow it to offer a wide range of tax, business and corporate services to its diverse clientele. Moreover, the centre's clients are handled by an in-house, multi Language desk staffed by experienced native speakers in English, French, Arabic, Spanish, German and Italian. The clients of the *CYPRUS BUSINESS CENTER* can take advantage of Cyprus' highly attractive tax and corporate offerings, while at the same time, maintain their offices at the stepping-stone to Europe, the Middle East, Asia and Africa.



## VIRTUAL OFFICES

The right office address and a local contact number answered in your company's name can make all the difference in business.

A smart alternative to traditional fully fledged offices, our Virtual Offices gives you the image, substance and professionalism you demand, with an unprecedented level of freedom and savings.

If you're in another country or are just starting up, we can offer an office solution without the overheads and commitment of a commercial office space lease and full-time staff.





## BASIC PACKAGE

(6 month min. contract)

The Virtual Offices Basic Package includes:

- Mailing address
- Mail collection and forwarding\*
- Shared multilingual Telephone Operator (Business Hours)
- Answering Machine
- Shared fax
- Forwarding of emails, messages and faxes by email at regular intervals
- Listing on business centre website and use of central email
- Preferred rates for the use of *CYPRUS BUSINESS CENTER* facilities

## PREMIUM PACKAGE

(6 month min. contract)

The Virtual Offices Premium Package includes all the features of the Basic Package plus:

- Dedicated telephone/fax numbers\* and email address
- Dedicated Telephone Operator answering in the name of your company
- Call Forwarding (optional)\*

\* Mailing and telephone/fax fees are charged at cost

Additional services are available on request.



## SERVICED OFFICES

*CYPRUS BUSINESS CENTER* provides a contemporary, luxurious and professional working environment, offering a fast and flexible solution for your business. Ideal for starting up a new company or a branch and for establishing a physical presence in Cyprus in a prestigious and recognisable location.

A range of fully managed and fully furnished offices are available for immediate occupancy, featuring meeting and conference facilities, a secure IT and access infrastructure, kitchens, adjacent private covered parking and professional office support services. Located in one of the main avenues of Nicosia, *CYPRUS BUSINESS CENTER* is only minutes away from banks, public authorities, restaurants, shops, and public transport.

Our turnkey approach ensures that all you have to do is move in and you are in business.

## BUSINESS PACKAGE

(6 month min. contract)

- Central Reception Area
- Multilingual Reception services during Business Hours (English, French, Arabic, German, Spanish, Italian)
- Fully furnished, equipped and serviced offices
- Various Office sizes
- Dedicated and private telephone and fax lines\*
- Dedicated and private email
- High speed internet access through fiber optic
- Cloud space for secure access of the company files
- Unlimited use of conference room facilities (on advance request and depending on availability)
- Commercial air-conditioning (hot and cold)
- Administration support
- Company sign at reception and at office
- Common expenses
- Cleaning
- Use of fully equipped shared kitchens
- Coffee, tea and water facilities
- WC
- Alarm & CCTV Security

\* Telephone bills are issued in the name of each company and are paid separately at cost

Additional services are available on request.



## SUPPORT SERVICES & FACILITIES

### CONVENIENCE AND GUEST SERVICES

- Private on-site covered parking
- Use of conference room (Complimentary with Serviced Offices Business Package)
- Catering, courier, executive driver  
Stationery, office supplies, printouts, scans, faxes, shredder

### PERSONNEL SERVICES

- Part Time employees (Administration, accounting)
- Full Time employees (Administration, accounting, other)

Additional services are available on request.



### IT INFRASTRUCTURE SERVICES

- Rental or Purchase and installation of computers
- Customized Business software
- Rental or Purchase and installation of telephone sets, fax machines and printers.

## MARKETING COMMUNICATION SERVICES

Get your company's name out from the comfort of your office.

Our in-house Business and Marketing Communications team can handle any and all of your promotional needs, including the formulation of marketing strategies, creation of full Corporate IDs, such as letterheads and business cards, design and development of websites, event organisation and more.

### CORPORATE IDENTITY

The Corporate ID Package\* includes the design and prepress preparation for:

- Custom Company Logo
- Letterheads Envelopes (DL & A4)
- Business Cards
- Invoices
- Receipts
- Compliment slips
- Notepads

Additional services for enhancing the corporate identity include among others the

- Registration in Cyprus business directories
- corporate profiles
- corporate gifts
- multimedia presentations
- AGMs
- organisation of seminars and events

\*Printing of stationery is not included and can be arranged with local preferred printing houses. Quantities to be determined with the client.





### COMPANY WEBSITE DESIGN & DEVELOPMENT

The Company Website Design & Development Package must be combined with the Corporate ID Package and includes:

- WordPress based Website Design
- Company's video introduction
- Professional Photography
- Email
- Cloud Storage

### WEB HOSTING & SUPPORT

- Domain Registration and web hosting
- Set-up of e-mails with the company's domain
- Website updating and maintenance



Office Number	Single / Shared Office	Area	Dimensions
1	Shared (4 Desks)	17.34 sq.m.	5.65 x 3.07m
2	Shared (4 Desks)	17.34 sq.m.	5.65 x 3.07m
3	Shared (4 Desks)	17.34 sq.m.	5.65 x 3.07m
4	Shared (4 Desks)	17.34 sq.m.	5.65 x 3.07m
5	Single	10.22 sq.m.	3.65 x 2.80m
6	Single	8.44 sq.m.	2.86 x 2.95m
7	Single	6.34 sq.m.	2.15 x 2.95m
8	Shared (2 Desks)	9.41 sq.m.	2.55 x 3.69m
9	Shared (2 Desks)	9.41 sq.m.	2.55 x 3.69m
10	Single	11.07 sq.m.	3.00 x 3.69m
11	Shared (4 Desks)	18.00 sq.m.	4.00 x 4.50m
12	Shared (4 Desks)	18.00 sq.m.	4.00 x 4.50m
13	Shared (4 Desks)	18.00 sq.m.	4.00 x 4.50m
14	Shared (4 Desks)	18.00 sq.m.	4.00 x 4.50m
15	Single	13.10 sq.m.	3.15 x 4.16m



## CONTACT US

201 Strovolos Avenue, The Future Business Centre,  
2<sup>nd</sup> Floor, 2049 Nicosia, Cyprus

T: +357 22 265 367

F: +357 22 265 368

[www.cyprus-business-center.com](http://www.cyprus-business-center.com)  
[info@cyprus-business-center.com](mailto:info@cyprus-business-center.com)