



facilities and services

the flint glass works



🕒 Office Hours

Reception & switchboard are staffed Monday to Friday 08:45 to 17:15 hrs.

📞 Telecoms

- Advanced VOIP system with CAT6 structured cabling to offices and meeting rooms.
- A fully personalised telephone answering service in the company name is available
- Call management system providing monthly itemised billing (if requested).

📞 Telephones

Telephone line inc handset:	£20 per month
With 500 inclusive minutes:	£40 per month
DDI (03 or 0161):	£4 per month

📞 Voice & Data Call Rates /

UK Landline	5p per minute
UK Mobile	7p per minute

📶 Dedicated Broadband Services

We are able to provide speeds up to 1GB/s

Shared Connection	£40 per month
2Mbps	£85 per month
5Mbps	£125 per month
10Mbps	£175 per month
10Mbps+	POA

🖨️ Printing & Copying

Scanning:	7p per copy
A4 Black and White:	7p per copy
A4 Full Colour:	20p per copy
A3 Black and White:	15p per copy
A3 Full Colour:	40p per copy

✉️ Postal Services

Franking is charged **at cost plus 20%** (to cover collection and franking expenses). Mail should be received by 15:00 hrs for same day posting.

🚗 Car Parking

Secure Car Parking provided from **£50 per month** from our secure underground parking facility which is monitored using CCTV cameras

🔑 Office Keys & Access Fobs

Two keys are supplied per office door

- Additional keys £40
- Replacement keys £80

Two fobs are supplied per office suite

- Additional fobs £40
- Replacement fobs £80

👤 Conference Room

Accommodates 8 persons

Per hour or part thereof: £20.00

Half day (4 hours): £80.00

Full day (8 hours): £150.00

Full catering services: available on request

👤 Meeting Rooms at Jactin House Site

Accommodates 4-6 persons

Per hour or part thereof: £20.00

Half day (4 hours): £60.00

Full day (8 hours): £85.00

- All prices exclude VAT.
- Three months' written notice required to downgrade services.
- Rates shown apply to **northerngroup** business centres tenants – please contact reception team for external conferencing