

## Share office Vienna – including assist in local procedures

- For first company establishment needs
- In attractive area of Vienna (Business Park Vienna)
- 15 min to center, 5 min to highway, 5-10 min to main train station
- Parking
- Restaurants, shops and 2 hotels within 3-4 minutes' walk
- Translation and phone assistance
- 3-room office in a modern house with hanging garden (4<sup>th</sup> floor), park & golf area
- Conference room for up to 10 persons, further meeting place for up to 60 persons (free of charge) in house
- Authorized assistance (company registration, notary, tax advisor, accountancy, etc.)
- Suitable for SME in retail, import-export, technology & engineering, marketing
- Airport transfer and further local services
- Tailored offers for your specific wishes



	Description	Variant 1	Variant 2	Variant 3	Comments
1	Office access, basic offer, 1-2 persons	X	X		Office & meeting room (5 days)
2	Office access, extended offer, 3 persons (one room)			X	Office & meeting room (15 days)
3	Post sorting, basic	X			Messages, info, post storage
4	Post sorting, complete		X	X	Messages, scan, data backup, emails
5	Company advising, regulation, tax, insurance - basic	X			incl. 10 hrs monthly
6	Company advising, regulation, tax, insurance - medium		X		incl. 15 hrs monthly
7	Company advising, regulation, tax, insurance - large			X	incl. 20 hrs monthly
8	Assistance to authorities, visits, telephones, letters		X	X	approx. 10 hrs monthly
9	Printer, internet, coffee room	X	X	X	consumables to self cost
10	Transfer from / to airport, train station		X	X	
13	Vienna public transportation card			X	
14	<b>Cost, monthly</b>	<b>120 €</b>	<b>320 €</b>	<b>600 €</b>	
<b>Optional</b>					
O1	Company back administration	From 300 €			Company papers & mails, electronic archive, preparation for accountant
O3	Work hour rate for business assistance (activities outside the regular administration)	25 €			Letter writing, translations, meeting assistance, invoices, telephones
O4	Car rental	35 €			Per day, also possible with driver
<b>Extras</b>					
E1	Procurement assist (materials, machines, spare parts)	150-300 €			Per case, depending complexity and time needed
E2	Assist to acquire associates or clients	From 300 €			In the German speaking areas & in Scandinavia
E3	Assist to apply for financial company support	500 € + 2%			Bank loans, funds, WKO, AWS, FFG etc
E4	Assistance to find properties, offices, lands, etc	From 200 € + 2%			Incl. negotiations, verifications, paperwork

All prices include the Austrian V.A.T.