



THE  
BUSINESS  
CENTER



## OUR SERVICES AT A GLANCE

- Fully Furnished and Partitioned Private Office Suites
- Meeting/ Conference Room with Projector
- Video Conferencing Facility
- Storage and Locker Facilities
- Mailbox Address with Letter Pickup and Delivery
- PABX
- Generator Backup
- High Speed Internet/ WiFi Access Point
- Fully Air-Conditioned
- Pantry Area
- Lounge with Snacks and Gourmet Coffee
- Printing, Scanning, and Photocopying Facilities
- Workshop/ Seminar Area
- Receptionist Service
- Email and Telephone Call Answering Service
- Desktop/ Laptop (on demand)
- First Aid Box
- Cleaning Service

# STEP UP **YOUR BUSINESS** WITH OUR **SERVICED OFFICE**

Small businesses starting operations in Bangladesh are faced with a shortage of high quality office premises especially if the intent is to rent the premises for a short period of time. This is where The Business Center steps in to help you step up your business game.

The Business Center is a new venture by building technology and ideas limited (bti) which offers custom solutions to your ever changing office space requirements. You can concentrate on your own business, leaving the running of the office works to our professional and well trained team.





## WHY SHOULD YOU CHOOSE **A SERVICED OFFICE?**

In today's fast paced era, the work environment is much more challenging and dynamic. Serviced office allows you to have the flexibility and mobility as you are able to enjoy short term lease agreements and custom solutions to your evolving business requirements. This allows you to focus on your core business, while we do the office management for you. You also have access to high quality office equipment and well trained staff who will take care of all your office needs.



## LOCATION

We are located in a prime location of Gulshan (Celebration Point) which gives you access to the most strategic business destination in the city with reputed business organizations, banks, embassies, recreation facilities just around the corner.







## RECEPTION

We have professionally trained staff who will greet your guests on arrival. With our reception service, we will be able to provide your business information to your clients or guests. The staffed reception will also help you with the overall mail handling and call answering for your business so that you do not miss anything important.

# MANAGER'S SUITE

Make the best use of our professional business environment and modern, ergonomic furniture with our Manager's Suite. The 115 sq. ft. Manager's Suite is equipped with 1 manager's chair and 2 guest chairs. You will also have your own desk and storage facilities. You will have access to conference room/meeting room facilities, lounge space area, and pantry area.

## Features

- 1 Manager's chair with desk
- 2 Guest chairs
- Storage Facilities
- Lounge Area Access
- Printing/Scanning/Photocopying facilities (on payment)
- Free 2 hours Conference Room Usage/month and 5 hours Meeting Room Usage/month





## EXECUTIVE SUITE

Ideal for a small team, the 115 sq. ft. Executive Suite can accommodate 3 executives with furnished desks and chairs for 3 people. You will also get storage facilities and access to conference room/ meeting room facilities, and pantry area.

### FEATURES

- Set up with desk and chair for 3 executives
- Storage Facilities
- Printing/Scanning/Photocopying facilities (on payment)
- Free 1 hour Conference Room Usage/month and 3 hours Meeting Room Usage/month



# TEAM ROOM

This 260 sq. ft. room is an ideal space for your small team of 5. You will get 5 desks with chairs and storage facilities. You will also have access to conference room/ meeting room facilities (on payment), and pantry area.

## FEATURES

- Set up with desk and chair for 5 executives
- Storage Facilities
- Printing/Scanning/Photocopying facilities (on payment)
- Conference room/ Meeting room facilities (on payment)





# CO-WORKING SPACE

Do you require a desk by the hour or for a full working day? Enjoy our co-working facilities that let you work in a shared environment. Whether you require a desk in an open space or private office, we have all the setup to match your needs. Our co-working facility is available on a first come, first served basis.

## FEATURES

- Pay As You Go: Only pay for the number of hours that you use.
- Start Working Immediately: With a co-working setup, you can start working immediately. Whether you need a desk, chair, utilities, or internet- you get it at one go.
- Network: Work in a sociable and shared environment ideal for your business networking.

# VIRTUAL OFFICE

You may require a professional address, mail handling and telephone answering services for your business. With our virtual office service, you can easily avail these benefits for your business.

## FEATURES

### - Professional Address

*Get a professional address for your business as you work from home or anywhere.*

### - Mail Handling Service

*You can direct your mails to us and pick it up at a later time.*

### - Telephone Answering Service

*Get a local number for your business and have your calls answered.*







## SHARED PRIVATE DESK

If you require a little bit of privacy along with a dedicated desk in the enclosed area, then you can choose from our shared private Desk. With a shared private desk facility, you can start working in a more professional and corporate setup. The desk also comes with locker facilities.

### FEATURES

- **Dedicated Desk:** You have your own dedicated desk in a shared environment.
- **Storage Facilities:** The desk come with storage facilities that you can use for your own work.
- **Enclosed Office Area:** You get a private desk in an enclosed office area with a more professional and corporate setup.



# MEMBERSHIP PLANS

With our flexible membership plans, you can choose the option that is right for your business. Whether it is a private office suite or a co-working facility, we have both membership plans for you.

## FEATURES

- **Flexible Options:** You choose the option that is right for your business.
- **Admin Support:** With our staffed reception, we will greet your guests as they come to our premise.
- **Short Term plans:** Whether it is for a week or for a month, our membership plans are designed to suit your business needs for your short term plan.

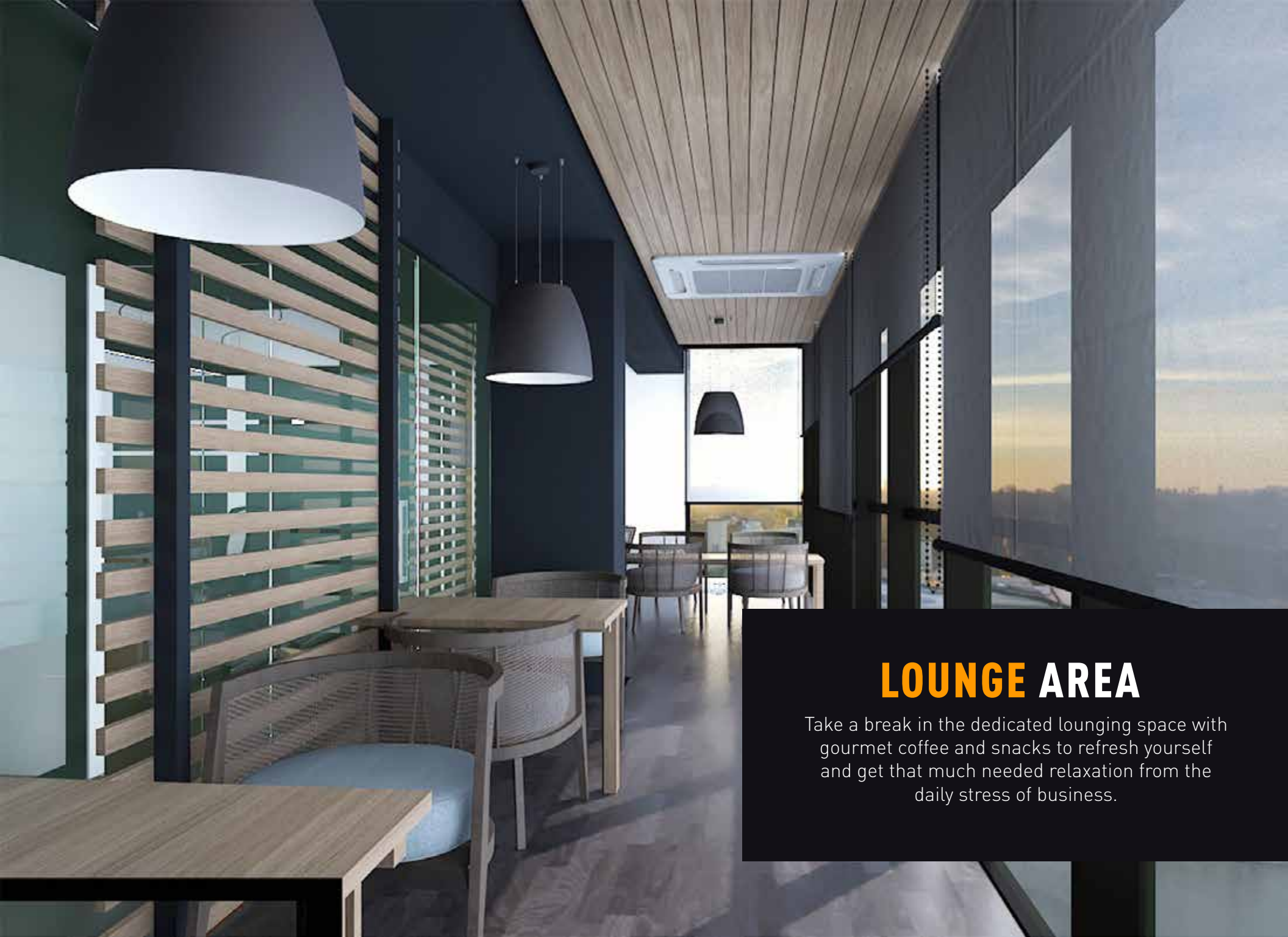




## CONFERENCE ROOM

We have dedicated space with overhead projector to hold all your important meetings, client pitches or presentations. You will be able to book our conference rooms which can accommodate 14 people. The 390 sq. ft. conference room is also expandable to a seminar room which can accommodate 45 people.

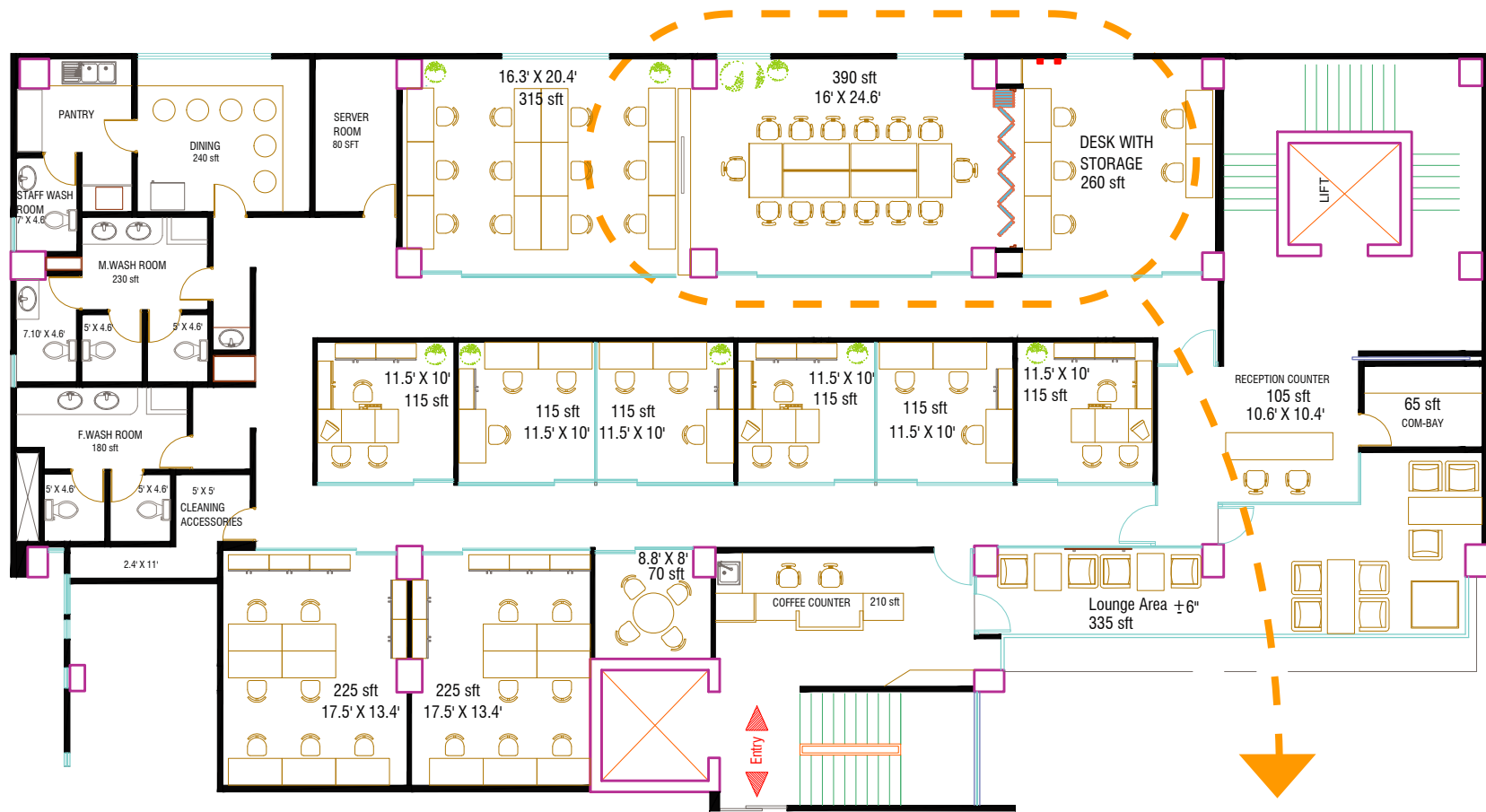
For a short meeting or brainstorming session, you can have access to our small meeting room which can accommodate 4 people.



## LOUNGE AREA

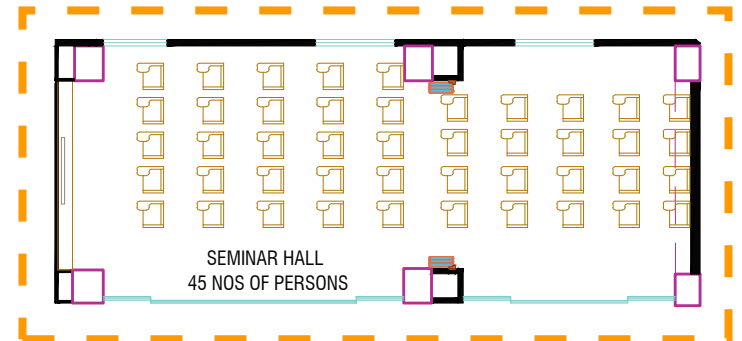
Take a break in the dedicated lounging space with gourmet coffee and snacks to refresh yourself and get that much needed relaxation from the daily stress of business.





# FLOOR LAYOUT

## MULTI USE BOARD ROOM & OFFICE AREA



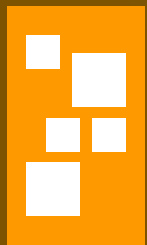


FOR ANY QUERIES  
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