



FULLY FURNISHED

SERVICED OFFICE



THE  
BUSINESS  
CENTER



NOW HAVING YOUR OFFICE IS MORE EASIER THAN  
YOU CAN IMAGINE



The Business Center (TBC) offers a range of fully furnished office suites and shared workstations with comfortable interiors, well-planned design and modern amenities for all type of business groups, i.e. freelancers, professionals, startup companies, liaison offices, business houses, and corporates. It provides smart solutions to make office management effortless. TBC is stationed on the 4th floor at bti Celebration Point in Gulshan.

## WHY US?

- Wide Range of Options
- Spacious Workstations and Office Suites
- Availability of Modern Technology and Facilities
- Professional and Tranquil Work Environment
- Experienced and Efficient Support Staff
- Cost Effective Solutions
- Flexible Lease Terms
- Multiple Payment Options

## AVAILABLE FACILITIES



### OUR FACILITIES AT A GLANCE

- Fully air-conditioned office premises
- Video conferencing, projector, and sound system
- Print, Scan and Photocopy facilities
- Laptop available on demand
- Standby generator for 24/7 electrical backup
- PABX and intercom facilities
- CC Camera coverage
- Digital security access in private zone
- 24/7 professional security staff
- Latest firefighting appliances and safety measures
- High speed internet through Wi-Fi
- Round the clock cleaning and maintenance service
- On The Go snacks bar with snacks and beverages
- Room service at the private office suites and workstations
- Pantry area
- Parcel storage facilities
- Mailbox address with letter pickup and delivery
- Separate clean washroom both for ladies and gents



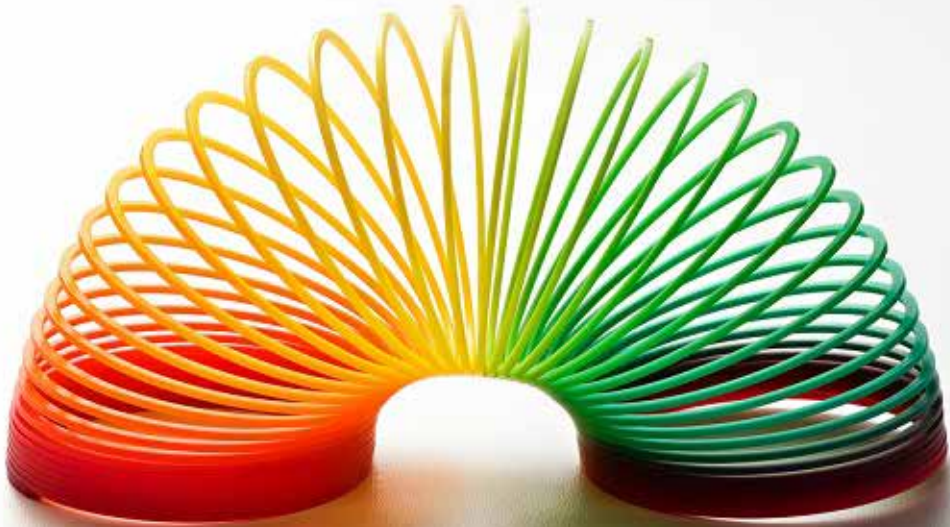
## RECEPTION DESK

We have a team of trained professionals to provide you customized solution for your business needs. Additionally, they will greet and assist your guests upon arrival. The reception executives will furthermore assist you with answering calls and parcel pickup on behalf of your business. You may seek any sort of assistance from them when necessary.

## MEMBERSHIP PLAN

With our flexible membership plans, you can choose any option that serves your business needs. Whether it is a co-working desk or a private suite, we have a variety of membership plans for you. You can choose our flexible plans which are available hourly, daily, weekly, monthly and yearly. We are offering-

- Co-Working Desk
- Private Workstation
- Self-Office Suite
- Start-up Suite
- Executive Suite
- Manager Suite
- Business Suite
- Corporate Suite
- Virtual Office





## CO-WORKING AREA

Co-working zone is basically designed for freelancers and entrepreneurs. You can work in this lavish lounge with a laptop and enjoy high speed internet with unlimited coffee. We give you the benefit of a full-time office, but you only pay for the number of desks you use. You can choose your own permanent desk or sit at a new desk each day. TBC members can also bring their friends or guests for a cup of coffee. If you are looking for a professional atmosphere at cost-effective price, Co-working Area is the right place for you!

### FEATURES

- Unlimited high speed internet
- Tea/coffee, Biscuit/cookies
- Separate seat for members
- Locker Facilities for members





## PRIVATE WORKSTATION

If you require a desk in an enclosed area for privacy, then you can choose shared private workstation. This facility is designed for the professionals and freelancers who prefer to work for long hours in a serene environment.

### FEATURES

- Private Desk with chair at Work Zone
- Locker with desk
- High speed internet
- Intercom Facilities







## SELF-OFFICE SUITE

If you are self-employed and prefer to have an enclosed workstation apart from your team, Self-Office suite is the best option for you! This suite is protected by glass walls to ensure full privacy and confidentiality of your business.

### FEATURES

- 1 Desk with chair in private enclosed suite
- Meeting room use (1 hour/week)
- TBC address use (3 month membership)
- Trade License address use (12 month membership)
- Front Desk support (1 month membership)
- Nameplate in index box (3 month membership)
- Locker with desk
- High speed internet
- Pantry facilities
- Intercom facilities



## START-UP SUITE

Starting a new business is undoubtedly challenging; it requires not only a handsome investment but also time and effort for office management. More often than not entrepreneurs struggle to manage both the work and the office management, ultimately failing to concentrate on the core business. To assist you during such troublesome situations TBC came up with the innovative and complete office solution for start-up companies. The 115 sq. ft. Start-up Suite is best matched for accommodating an entrepreneur with his 2-3 team members. Let us take care of your office while you focus on your work!

### FEATURES

- 1 Entrepreneur desk with chair
- 2-3 staff desk with chair
- High speed internet
- Meeting room use (2 hour/week)
- TBC address use (3 month membership)
- Pantry facilities
- Trade License address use (12 month membership)
- Front Desk support (1 month membership)
- Intercom facilities
- Nameplate in index box (1 month membership)



## EXECUTIVE SUITE

Executive Suites are designed for 2-3 business partners or executives who will work in a team. Overseas or local organizations who want to manage a small project or support office may also use Executive Suites. These 115 sq. ft. suites are available for weekly, monthly and yearly use.

### FEATURES

- 2-3 desk and chair
- Locker with each desk
- High speed internet
- Intercom facilities
- TBC address use (3 month membership)
- Pantry facilities
- Trade License address use (12 month membership)
- Meeting room use (2 hour/week)
- Front Desk support (1 month membership)
- Nameplate in index box (1 month membership)



## MANAGER'S SUITE

The 115 sq. ft. Manager's Suite is designed for senior level corporate officials to cater to their official needs. Country Head or Regional Manager of foreign companies may avail this service for short and long term usage. Besides, this suite can also be used to hold interviews.

### FEATURES

- 1 Manager desk and chair
- 2 Guest Chair
- High speed internet
- Meeting room use (2 hour/week)
- TBC address use (3 month membership)
- Trade License address use (12 month membership)
- Front Desk support (1 month membership)
- Nameplate in index box (1 month membership)
- Pantry facilities
- Intercom facilities





## BUSINESS SUITE

The Business Center caters to the need of entrepreneurs and start-up companies at all stages of their enterprise. At various stages of their growing business, they require a larger office space with additional seating capacity to accommodate the growing team.

The 225 sq. ft. Business Suite is designed to meet the need of such developing companies. Seating arrangement at the Business Suite is done as required by the team. This membership plan offers following facilities in a bundle package.

### FEATURES

- 5-6 staff desk and chair
- 1 Manager desk and chair
- Locker
- File cabinet
- Intercom facilities
- Meeting room use (2 hour/week)
- Conference room (4 hour/month)
- TBC address use
- Trade License address use (12 month membership)
- Front Desk support
- High speed internet
- Room Service
- Nameplate in index box (1 month membership)
- Pantry facilities

## CORPORATE SUITE

Corporate Houses sometimes expand business operation horizontally and vertically. That's when they require new office premises to deploy additional resources. However, setting up new office requires more investment, time and effort which are quite expensive. Corporate Suites are 315 sq. ft. fully furnished office suites that come with a set of facilities to fulfill these needs. Moreover, seating arrangement at corporate suites can always be set up as required by members.

### FEATURES

- 6-9 staff desk and chair
- 1 Manager desk and chair
- Locker
- File Cabinet
- 2 Intercom facilities
- Meeting room use (4 hour/week)
- Conference room (8 hour/month)
- Trade License address use (12 month membership)
- Front Desk support
- High speed internet
- Room Service
- Nameplate in index box(1 month membership)
- Pantry facilities





## VIRTUAL OFFICE

You may be in a business which does not require fixed working premises but you need a business address. We do have that facility for you in the form of virtual office. So, be a member and enjoy virtual office facilities.

### FEATURES

- TBC address use
- Mail and Parcel Handling
- Telephone Answering



## MEETING FACILITIES

This cozy meeting room has a seating capacity for four people. You can use the meeting room for group discussion or official meetings. Meeting room is air-conditioned and intercom connected.





## REGISTRATION AND MINGLING FACILITIES

TBC has a separate and well-furnished desk to conduct registration and reception for the guests participating in seminar, training or trade show. Besides, a mingling room is also there to serve light refreshment. These facilities are complementary for the customers who book Appreciation and Inspiration Hall.



## APPRECIATION HALL

Fully-furnished and well-decorated, the Appreciation Hall can accommodate 24 people. It has a projector to conduct presentations and the latest multimedia technology. This hall is designed to conduct conference, symposium, round table discussion or training for small groups. Seating facilities can be arranged as per requirement of the event. Washroom facilities are available for guests.



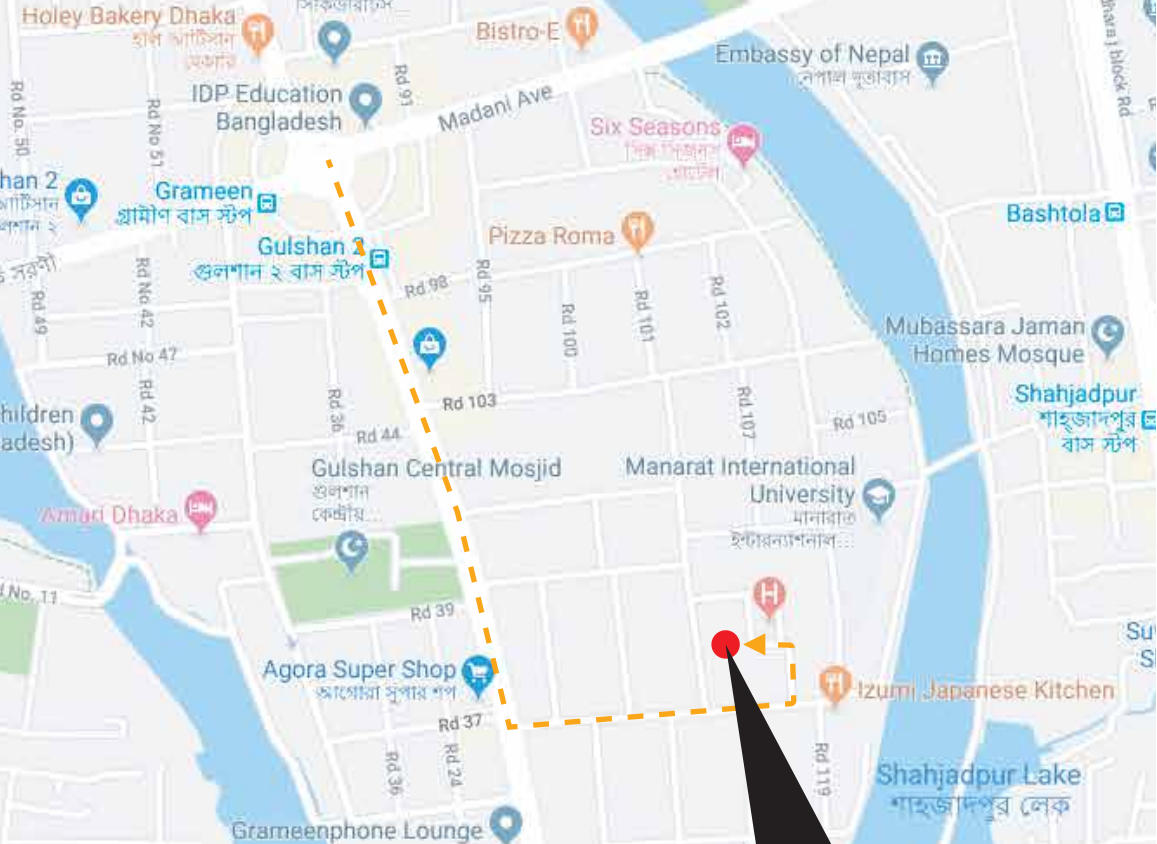
## INSPIRATION HALL

The state-of-the-art Inspiration Hall has been designed to conduct corporate summit, learning session, contest, launching event and trade show. It has a seating capacity for 120 people at a time. This hall has two projectors and screens that are visible from all sides. Built-in sound system and PA system are also available on demand. Besides, dedicated space is allocated for fixing backdrop and roman banners. The entire premise can be rearranged as required for any event.



## CONFERENCE ROOM

The conference room is available to hold corporate meetings, brainstorming sessions, client pitches or presentations. It has a seating capacity for 14 people. Overhead projector, PA system and video conferencing facilities are available on demand.



## THE BUSINESS CENTER

btI Celebration point

Right Wing, 4th Floor, Plot no. 3 & 5, Road 113/A, Gulshan, Dhaka-1212



THE  
BUSINESS  
CENTER

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