

SCG-Business Centre is a purely costarrican service company, committed to the pursuit of excellence regarding the services it offers, in order to ease further success in our customer's business affairs.



SCG  
BUSINESS  
CENTRE

## SCG-BUSINESS CENTRE - GUACHIPELIN



SCG-Business Centre is a purely costarrican service company, committed to the pursuit of excellence regarding the services it offers, in order to ease further success in our customer's business affairs.

SCG-Business Centre serves as a platform for our clients to grow and consolidate within the competitive market in the area of their occupation. This is why our modern office systems have been designed to match the working and commercial needs of your firm, allowing you and your organization to be fully devoted to the development and productivity of your activities.

At SCG-Business Centre we offer our clients four different types of services: Executive Offices, Virtual Offices, administrative support and advising of different natures.

## PHYSICAL SPACES

SCG-Business Centre has excellent premises and facilities, and provides services at the most competent local market rate. It is located in one of the most important areas of the country, where you can have immediate access to such areas, since we are 800 meters away from the shopping mall Multiplaza in Escazu and 20 minutes away from the international airport Juan Santamaria.

Suit yourself comfortably in your luxuriously furnished office at your business centre, which counts with a spacious reception for your clients, common areas, meeting rooms and highly qualified service to grant administrative support for your company.

We also have a properly equipped kitchen, which we put at the disposal to all our clients, for them to take a well-deserved break, enjoy a cup of coffee or eat their lunch peacefully.

The offices are air conditioned and decorated, fully furnished with executive desks, comfortable desk chairs, chairs for visitors, archive, hands-free digital phones with VoIP connection for international calls, wireless high speed internet connection, among others.



### Rates Table for Executive Offices (Physical Spaces)

| AREA  | RATE                                      |
|---|---|
| Office 9 m <sup>2</sup> to 10 m <sup>2</sup>  | US\$ 400,00 per month (single occupation) |
| Office 10 m <sup>2</sup> to 11 m <sup>2</sup> | US\$ 450,00 per month (single occupation) |
| Office 11 m <sup>2</sup> to 12 m <sup>2</sup> | US\$ 500,00 per month (single occupation) |

Note: Regardless of the size of the office, if the client wishes to accommodate more than one person in the same office, the price will increase \$50 per every additional person.

The rate for the Included Services Module demands it's purchase from the moment the office is occupied and includes the following services:

- Your company's physical address at SCG-Business Centre
- Unlimited high-speed Internet access
- Administrative support
- Messenger service 20 deliveries/month (not accumulative)
- Medical emergencies
- Meeting Rooms- 4 hrs per month (not accumulative)
- Utilities (water and energy) and A/C
- Security (24/7)
- Cleaning Service
- Mailing and correspondence
- Discounts on meeting rooms and offices
- Call transfers
- Exclusive phone number for your company
- Bilingual receptionists
- Customized phone call greeting and attention
- Messaging via email and other instant messaging options
- Fully furnished and decorated offices
- International VoIP call services
- Fax
- Local P.O. Box and in USA
- Free parking space

### **Compare and measure the range of our corporate support services!**

- **Personalized Call Management Service**

SCG-Business Centre has more to offer than just receiving phone calls. Our professional secretaries and the best software makes of our business centre a top-notch phone central service. You decide when and where you want your incoming calls to be transferred to your home number or cell-phone. You can provide specific instructions on how you want us to manage your most important calls when you are out of town or any given situation.

- **Exclusive Phone Line**

Every client at SCG-Business Centre has an exclusive phone number. Every incoming call goes through our switchboard, when someone calls your exclusive phone number the telephone displays your customized greeting on the screen. The operator transmits the appropriate information of the caller, the matter of the call, or transfers the call to a number you find most suitable to attend the call.

- **Fax Service**

Our exclusive fax line, SCG-Business Centre receives and/or sends any faxes you receive directly to your email or any given media. (As a PDF document)

- **Calls Redirection/Transfer**

Your business can have more than one phone number redirected to SCG-Business Centre and our secretaries will take your incoming calls and transfer them to any telephone number were we can reach you. Every message concerning your calls will be delivered to you immediately via email or fax. You decide how you want your messages to me delivered.



- Customized service

Your company will reside at the SCG-Business Centre premises, so our secretaries will serve your visitors within our reception, take any messages or inform your visitor the specific instructions left to follow up. Our secretaries are highly qualified and experienced in their field. They are responsible of providing your visitors or callers on current information regarding your whereabouts or other matters according to your instructions.

- P.O. Box in Costa Rica and in USA.

SCG-Business Centre offers in the service module for all clients, a P.O. Box address in Costa Rica as well as in the USA.

- Daily Planner

SCG-Business Centre secretaries can arrange your dates and meetings for you. Information on temporary absences (business trips, vacations, etc.) can be documented with anticipation, and further changes in your agenda will be implemented immediately.

- Messenger Service

We offer messaging service within the metropolitan area, whether it is picking up documents and packages or delivering them, purchasing and delivering flower arrangements, etc.

- Meeting Rooms

SCG-Business Centre has two very comfortable rooms at your disposal that can hold up between 8 and 10 people. Our meeting rooms are fully equipped with the best technology: multimedia projector, flat screen television, laptop computers, DVD players. Both meeting rooms also have blackboards, and hands-free telephones.

Food and drinks can also be served, at the customer's request.

- Customer service Hours

SCG-Business Centre offers a very convenient service schedule for all our clients, since we are open Monday through Friday, from 8 am, to 8 pm and on Saturdays we are open until 12 noon.

## VIRTUAL OFFICE

This new office concept is an advantageous option for the operation of his business, where you can manage your business effectively from any location. With this method, our clients can use the physical address of SCG-Business Center as a domicile for their companies for transfer and receipt of documentation, using your letterhead stationery, business cards in presentation in which the address, phone and fax numbers assigned by SCG-Business Center can be deployed..

SCG-Business Center will answer your calls in a personalized way, which is under the name indicated, redirecting calls or serving customers and / or visits and also have at its disposal spaces for meeting rooms and offices fully equipped according to your needs.

### Golden Virtual Office - Rate: USD\$80.00 per month

- Physical Address of your company in SCG-Business Center
- Take messages and reporting
- Discounts on meeting rooms and offices
- Serve your visitors
- Reception packages and documents
- Unlimited call management
- Call redirection/transfer service
- P.O. Box in Costa Rica and USA
- Free internet access
- Exclusive Line for your business
- Bilingual receptionists
- Customized call greeting and attention
- International VoIP call services
- Fax service
- Free parking during your visits to SCG-Business Center

### Platinum Virtual Office - Rate: USD\$95.00 per month

- Physical Address of your company in SCG-Business Center
- Take messages and reporting
- Discounts on meeting rooms and offices
- Serve your visitors
- Reception packages and documents
- Unlimited call management
- Call redirection/transfer service
- P.O. Box in Costa Rica and USA
- Messenger Service – 6 deliveries per month (not accumulative)
- Use of office space and meeting rooms – 4 hours per month (not accumulative)
- Free internet access
- Exclusive Line for your business
- Bilingual receptionists
- Customized call greeting and attention
- International VoIP call services
- Fax service
- Free parking during your visits to SCG-Business Center



## MEETING ROOMS AND TEMPORARY OFFICES

Both meeting rooms and offices can be used according to your needs, whether by the hour, half days, days or weeks.

See our price rates for these services, as well as our convenient discounts applied to all meeting rooms and offices service for current clients.

### Large Meeting Room

|                              |                  |
|------------------------------|------------------|
| Client with contract.....    | \$10,00 per hour |
| Client without contract..... | \$15,00 per hour |

### Small Meeting Room

|                              |                  |
|------------------------------|------------------|
| Client with contract.....    | \$8,00 per hour  |
| Client without contract..... | \$12,00 per hour |

### Offices

|                              |                  |
|------------------------------|------------------|
| Client with contract.....    | \$ 7,00 per hour |
| Client without contract..... | \$10,00 per hour |

### Discounts for use of meeting rooms and office time

|                  |     |
|------------------|-----|
| 8 hour use.....  | 10% |
| 20 hour use..... | 15% |
| 40 hour use..... | 20% |
| 80 hour use..... | 30% |

## COMPANY SUPPORT

When you are associated with SCG-Business Center by reason of your office space requirements, our professional service team is a vital support group for your company. Our team is available in any time, allowing you to fulfill your business goals at minimum cost and with greater flexibility and efficiency.

The following are some of the services available based on the use made of them:



- Type and Word Processor
- Preparation and presentation of documents
- Graphic Design and Printing
- Design and maintenance of websites
- Elaboration of brochures, leaflets, logos, etc. ...
- General support of your business and logistics
- Secretarial support

## DIGITAL DATA STORAGE

SCG-Business Center lets you access your company information from any terminal anywhere in the world, through our secure electronic archive service. Access to information is simple for you by any terminal with Internet connection.

Local laws protect the confidentiality with which your private documents must be handled, also when you store your documents in SCG-Business Center, you are protected in case of the event of a disaster.

This means you can say goodbye to all areas of storage and high-cost staff.

- Convert paper documents to electronic format.
- Security in the storage of information with SCG-Business Center.
- Access to information from wherever and whenever, with your security code.

## SOURCE DOCUMENTS STORAGE

SCG-Business Center provides space for storing source documents in a very safe environment.

## FINANCIAL & BANKING CONSULTANCY

SCG-Business Center has strategic alliances with professionals in the field of banking and financial consulting, with whom we rely on to ensure our customers the most efficient service in the field.



### CONTACT US FOR MORE INFORMATION



Tel (506) 2215-5000,  
Fax (506) 2215-3745,  
Toll Free 1-800-518-2066,  
Apartado Postal 135-1255 - Plaza Roble, Escazú  
San José, Costa Rica  
or visit our website: [www.scgbusiness.com](http://www.scgbusiness.com)