



# Products Overview

## **The Regus Group: Products and Services**

The Regus Group is the world's largest provider of outsourced workplaces for companies of any size. The Regus Group Network includes 750 business centers in 60 countries and features four brands: Regus Business Centers, HQ Global Workplaces, Stratis and Business Meeting Places. The company is a pioneer in the commercial real estate industry, providing businesses with flexible and cost-effective workplace options to meet their specific needs.

### **Offices**

Designed to optimize productivity and cost-effectiveness, The Regus Group offers the largest global network of fully furnished, equipped and networked offices. Located at prime business addresses and emerging markets throughout the world, Regus Offices are available on terms ranging from hourly rentals to long-term arrangements, making it easy for customers to expand or reduce office space as business needs change.

The pre-established infrastructure allows companies to enter a market immediately with minimal start-up costs. Each office is outfitted with ergonomic furnishings, high-speed Internet connectivity and a state-of-the-art telecom system. Clients only pay for the space they occupy and the business services they require on an as-needed basis. Additional amenities include a well-appointed reception area, access to meeting rooms, videoconferencing studios and business lounges. Regus offers a variety of office configurations including: single person offices, team rooms, cubicles, hot-desks as well as part-time offices. Regus customers enjoy premium office space at a lower cost of occupancy than with traditional leases.

### **Netspace**

For customers with more specialized office needs, Regus' Netspace offering provides a highly personalized version of the Regus solution. Ideal for customers requiring 20 workstations or more, Netspace provides the customer with a private, secured environment that is dedicated to their business only. Customers are able to customize their space with flexible workstation configurations and signage.

Like all Regus offices, the space comes fully furnished and equipped including office machines and staff, though with Netspace these resources are dedicated to a single customer. The Netspace offering also includes the same benefits as other Regus offices, including flexible and cost-effective contract terms, and access to Regus' worldwide network of business centers.

### **Business Meeting Places**

The Regus Group offers the only worldwide network of meeting rooms in a professional business environment. 3,700 meeting and training rooms are available. Regus' highly trained team is skilled at handling all aspects of a meeting, including preparing meeting materials, providing technical support, arranging for proper audio-visual requirements, and even handling catering requests, to ensure a productive session.

Clients can customize the room configuration to best suit their needs. Standard amenities for all meeting rooms include: high-speed Internet access, complimentary domestic long distance calls, overhead projector, TV and VCR, as well as flipcharts and whiteboards.

## **Videoconferencing**

The Regus Group provides a cost-effective way to hold remote meetings by providing the largest independent network of public access videoconferencing studios. Companies can reduce travel costs and still conduct business on their terms without having to invest in costly technical infrastructure. Videoconferencing brings companies face-to-face with clients, colleagues and interview candidates, anywhere in the world. Regus' on-site team manages every detail of the videoconference and provides technical support throughout the conference.

## **Virtual Office and Virtual Office Plus**

Virtual Office and Virtual Office Plus provide clients with a prestigious business address, as well as access to office and meeting room space as needed without hiring a staff or committing to a long-term lease. While the client operates his/her business from a remote location, a Regus staff member will answer the client's phone in the client company's name and in the local language, connect calls anywhere in the world, take and relay messages per a customer's requirements, handle incoming and outgoing faxes confidentially, and collect and forward mail. Virtual Office Plus provides all the benefits of a Virtual Office, plus 40 hours of office usage per month.

## **Network Access**

Regus' Network Access program is the only membership program that provides clients with unlimited access to 750 business lounges worldwide. It also provides access to Regus offices and meeting rooms when traveling. Members can secure a fully furnished and equipped office by the hour or day at any of Regus' global locations, which offer mobile professionals flexible, first-class alternatives to hotels, copy shops and coffee houses. Professional administrative and technology teams are also available.

## **Business Services**

The Regus Group's administrative support team is professionally trained to handle any business requirement. Services include faxing, photocopying, mail and message handling, catering arrangements and courier management. The team also can assist clients with data entry, document scanning, Excel spreadsheets, word processing and PowerPoint presentations. Clients only pay for the services used, dramatically reducing the overhead expenses for their company.

## **Connectivity Services**

The Regus Group's secure technology infrastructure is consistent throughout its global network. The company partners with leading technology suppliers to provide clients with state-of-the-art voice and data connectivity services. Regus' extensive network offers tremendous buying power, enabling the company to pass its savings on to clients. Services include on-site IT support, managed firewall protection, hardware and software upgrades, and audio conferencing facilities.

For more information visit [www.regus.com](http://www.regus.com).

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