

THE INSTANT GUIDE TO FLEXIBLE WORKSPACE

Instant **Offices**



WHAT IS FLEXIBLE WORKSPACE?

Flexibility can mean different things to different people. It can cover areas such as size, location, cost, term or speed of occupation. Flexible office space is available for anything between one day and five years, is ready for occupation quickly, if not immediately, and involves minimal capital expenditure or upfront costs.

Business appetite for flexible office space is increasing as companies embrace the cost, flexibility and low risk benefits of short and medium-term office solutions.

Based on over a decade's worth of industry experience, our flexible office guide provides valuable insights and practical pointers for your property search, ensuring that you know what questions to ask and what pitfalls to avoid before signing on the dotted line.

The guide also clarifies the features and benefits of various types of flexible office space, to help you find the perfect solution for your business needs.

We hope that you'll find this guide informative and helpful.

WHAT ARE YOU

LOOKING FOR?

A PLACE TO
WORK



A REGISTERED BUSINESS
ADDRESS



A PLACE TO
MEET



A PLACE TO HOLD AN
EVENT



WHEN DO YOU NEED TO

MOVE?

WITHIN 8 WEEKS



IN OVER 8 WEEKS



BACK 



HOW MANY

PEOPLE

DO YOU NEED TO ACCOMMODATE?

JUST ME



A FEW PEOPLE



5+ PEOPLE



BACK



IS HAVING A

PRIVATE

OFFICE IMPORTANT TO YOU?

YES, I NEED
PRIVACY



NO, I NEED TO
NETWORK &
COLLABORATE



I DON'T
MIND



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5 - 40 PEOPLE



40+ PEOPLE



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WHAT LENGTH OF

TIME

WOULD YOU BE HAPPY TO COMMIT TO?

UP TO 6 MONTHS



6 - 18 MONTHS



18+ MONTHS



BACK 





SERVICED OFFICE

A flexible, hassle free and cost effective workspace solution.

Offering low start-up costs, a ready-to-go space with full office management and the ability to expand or reduce space at short notice, serviced offices give businesses the flexibility to grow and evolve.

IDEAL FOR...

- All size of company, from start-ups to global corporates
- New market entry
- Stop-gap accommodation
- Swing space
- Overflow requirements
- Short-term expansion
- Project space
- Satellite offices
- During office decant/refurbishment
- Disaster recovery
- Mobile workforces
- Ad hoc meeting rooms

BENEFITS

- ✓ Huge choice of locations
- ✓ Low capital outlay
- ✓ Fully furnished & pre-cabled
- ✓ Simple contract
- ✓ Terms from 1 month upwards
- ✓ Move in on the day you sign
- ✓ All-inclusive cost
- ✓ Only pay for the space you need
- ✓ Flexibility to grow or change your space at short notice
- ✓ No long-term IT or telco contracts
- ✓ Use of shared facilities
- ✓ Additional services on demand
- ✓ No exit costs

WHAT'S THE DIFFERENCE BETWEEN SERVICED OFFICES & CO-WORKING? ➤

HOW MUCH SPACE DO I NEED? ➤

WHAT'S THE DIFFERENCE BETWEEN SERVICED & MANAGED OFFICES? ➤

WHY SHOULD I USE AN EXPERT? ➤

CO-WORKING SPACE

Work with like minded individuals; a collaborative and cost effective option.

In a co-working space, tenants have dedicated desks within a secure open plan area, shared by a number of different individual workers or organisations.

Co-working memberships range from a daily drop-in pass to a monthly or yearly membership, giving individuals ultimate flexibility.

IDEAL FOR...

- Start-ups, freelancers & contingent workers
- Flexible working
- New market entry
- Individuals who work in multiple locations
- Collaboration & networking
- Ad hoc meeting rooms / breakout space
- Small budgets

BENEFITS

- ✓ Choice of locations, with more co-working spaces added every day
- ✓ Low capital outlay
- ✓ Fully furnished & pre-cabled
- ✓ Simple contract
- ✓ Move in on the day you sign
- ✓ All-inclusive cost
- ✓ Only pay for the space you need
- ✓ Work flexibly - occupy your desk(s) from one day a week to full time
- ✓ Sociable and collaborative environment
- ✓ Flexibility to grow
- ✓ No long-term IT or telco contracts
- ✓ Use of shared facilities
- ✓ Additional services on demand
- ✓ No exit costs

WHAT'S THE DIFFERENCE BETWEEN CO-WORKING & SERVICED OFFICES? ➤

HOW MUCH SPACE DO I NEED? ➤

WHAT'S THE DIFFERENCE BETWEEN CO-WORKING & MANAGED OFFICES? ➤

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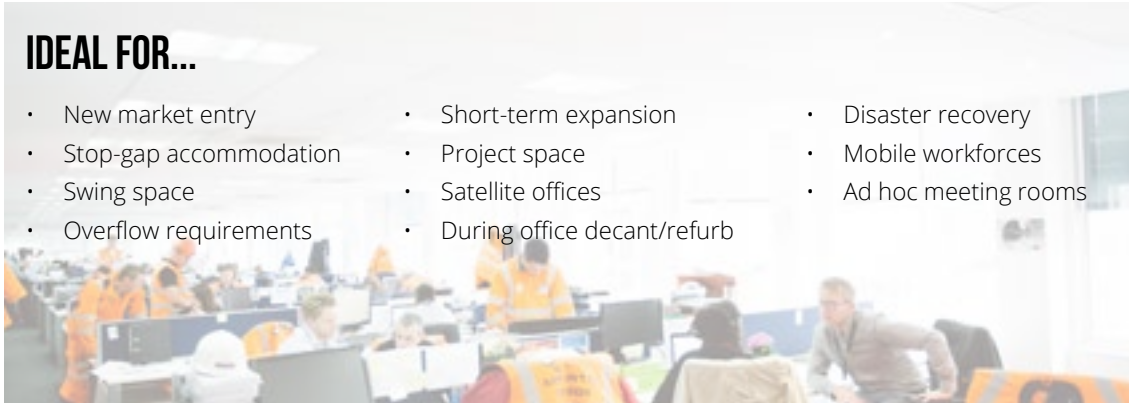
MANAGED WORKSPACE

An individually tailored workspace solution procured and managed by a single supplier from start to finish. All costs are included in one rentalised fee.

A managed workspace achieves the flexibility and cost certainty of a serviced office, whilst delivering the security and control of a traditional leased approach.

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BENEFITS

- ✓ Completely bespoke workspace
- ✓ Single point of contact
- ✓ Procurement efficiency
- ✓ Transfer of risk
- ✓ Cost certainty & capital management
- ✓ Quality assured, guaranteed delivery
- ✓ Increased speed to market
- ✓ Enhanced flexibility
- ✓ Dedicated support team 24/7 during occupation



WHAT'S THE DIFFERENCE BETWEEN MANAGED & SERVICED OFFICES? >

WHAT'S THE DIFFERENCE BETWEEN MANAGED WORKSPACES & CO-WORKING? >

HOW MUCH SPACE DO I NEED? >

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WHAT ARE YOU LOOKING FOR?

SERVICED OFFICE

CO-WORKING SPACE

MANAGED WORKSPACE

SERVICED VS. CO-WORKING VS. MANAGED

SERVICED VS. CO-WORKING

SERVICED VS. MANAGED

VIRTUAL OFFICE

MEETING SPACE

EVENT SPACE

HOW MUCH SPACE DO I NEED?

WHY USE AN EXPERT?

CO-WORKING, SERVICED OR MANAGED...

CO-WORKING SPACE

VS.

SERVICED OFFICE

VS.

MANAGED WORKSPACE

HEADCOUNT

Typically between 1 - 5 people

Typically 5-40 people; however it is possible to secure larger spaces for up to around 200 people

40+ people

LENGTH OF TERM

Rent for an hour, a day, a week - whenever suits your needs

Contracts typically available from a month upwards

18+ months

FLEXIBILITY

Ultra flexible - come and go as you please

Flexible terms, easy exit

Flexible terms and lease breaks can be negotiated

SPEED OF DELIVERY

Once membership is purchased, plug in and go at a moment's notice

Typically set-up within days

Set up in as little as 4 weeks

BRANDING

No branding; collaborative and unbranded environment

Branding can be negotiated, though it is sometimes limited to centre's standards

Full alignment to your branding

FIT-OUT

Offices already fitted out; completely shared and collaborative space

Typically offices are already fitted out, though modifications can be negotiated; shared meeting/breakout areas

Completely bespoke; dedicated areas and meeting rooms

FURNITURE

All furniture provided; plug and play

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Either bring your own, or can be procured as part of the all-inclusive solution

IT

Can be limited to the space's standards - pay as you go

Can be limited to centre's standards - pay as you go

Ability to install bespoke network to meet security standards

INTERNAL RESOURCES

Minimal staff resource required

Low staff resource required, all managed by single supplier

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BUDGET

Cost effective solution for individuals who only need to use the space for short periods of time

Cost effective solution for shorter term requirements or regularly fluctuating headcounts

Cost effective for longer term flexible requirements; cost certainty for the entire term

WHAT ARE YOU LOOKING FOR?
SERVICED OFFICE
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MEETING SPACE
EVENT SPACE
HOW MUCH SPACE DO I NEED?
WHY USE AN EXPERT?

CO-WORKING VS. SERVICED

Based on your workspace priorities, both options are open to you - which solution you choose will depend on looking in more detail at your specific needs in terms of size, location, flexibility, budget etc.

Engaging with a flexible workspace expert will help you to make the best decision to fit your business needs.

In the meantime, for a quick comparison of both solutions, take a look at the diagram opposite.

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WHY USE
AN EXPERT?

SERVICED VS. MANAGED

Serviced offices tend to be a better solution for shorter term requirements (up to 12 months) or where extra flexibility is required.

For longer term, larger requirements, and depending on the exact needs of the occupier, either serviced or managed offices can be appropriate. It all comes down to your specific needs in terms of size, location, budget etc.

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SERVICED OFFICE

VS. MANAGED WORKSPACE

VIRTUAL OFFICE

If you don't need a physical workspace, but it's important to have a professional registered business address, a virtual office might be just the right solution.

Additional features of a virtual office include a dedicated business contact number, mail handling and the opportunity to access office and meeting space on an ad hoc basis.

IDEAL FOR...

- Start-ups, freelancers & contingent workers
- Individuals who either work from home or are always on the move
- Businesses who need a particular address
- New market entry
- Small budgets
- Ad hoc meeting room requirements



BENEFITS

- ✓ A prestigious business address in a prime location
- ✓ A full post, parcel and fax service - including forwarding options
- ✓ A dedicated telephone number, professionally answered in your company name, with options for call forwarding or personalised voicemail
- ✓ Access to high quality meeting rooms
- ✓ The ability to hot-desk from a number of national and international locations

BACK ↩

WHY SHOULD I USE AN EXPERT? ➤



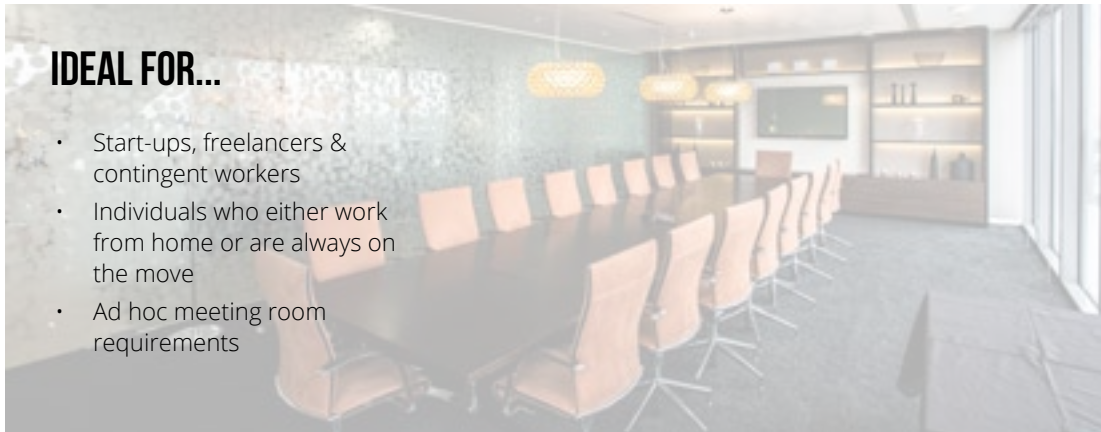
MEETING SPACE

While you might not require physical office space there will be occasions when you need a formal space to meet with clients. The majority of serviced offices and co-working spaces have meeting rooms that are available to hire by the hour, half-day or full-day.

WHY SHOULD I USE AN EXPERT? ➤

IDEAL FOR...

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BACK ↩

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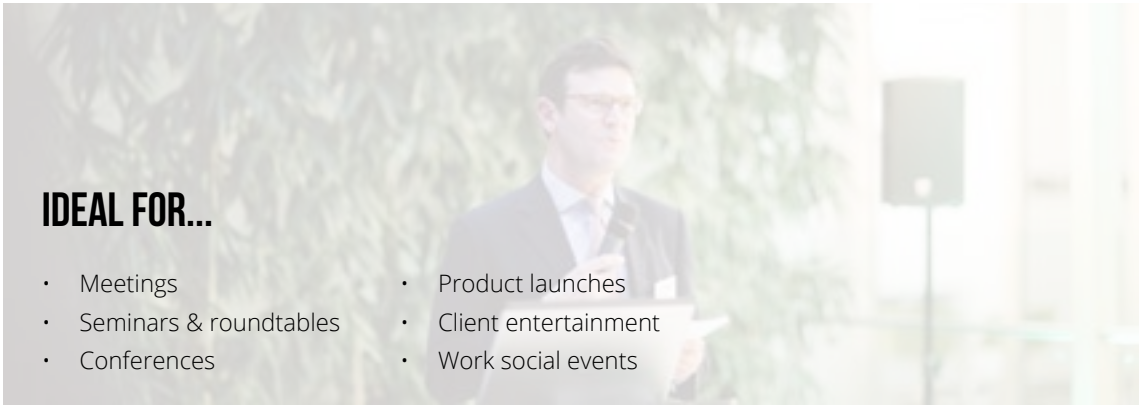
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EVENT SPACE

From intimate seminars to full scale conferences, product launches to wine tasting evenings, flexible workspaces offer a wide range of rooms and areas to hire for your next event.



IDEAL FOR...

- Meetings
- Seminars & roundtables
- Conferences
- Product launches
- Client entertainment
- Work social events



BACK ↩



HOW MUCH SPACE DO I NEED?

The amount of space required is determined by the number of employees, and how they wish to occupy the space (e.g., in an open-plan or cellular format, or a mixture of both).

In an open-plan environment, the serviced office industry standard for a single workstation (the space allocated to one employee) is typically 75 square feet or 7 square metres. It usually includes a desk, a chair, a pedestal, a filing cabinet and a telephone.

In addition to workstation space, you will also have use of the hundreds of square feet that make up the communal areas included in the monthly rent, such as the kitchen, washroom facilities and breakout areas.



WHY USE AN EXPERT?

If you are looking for flexible office space, it is advisable that you partner with an expert that has excellent market coverage and expertise, along with a proven track record in the delivery of speedy and suitable solutions.

There are many advantages of using a reputable flexible workspace consultant:

- ✓ They are the local experts so will help you secure the right office in the right location. This is particularly important when you are opening offices in an unfamiliar area.
- ✓ They have up-to-the-minute information on market rates and will help you get a good deal not only in terms of cost but also as regards flexibility and overall package.
- ✓ They put in all the legwork so you don't have to!
- ✓ They are impartial and will give you independent advice.



ABOUT INSTANT OFFICES

Instant Offices is the world's largest office broking service dedicated to finding the ideal flexible workspace for our clients – wherever their business is going.

We cover 99% of the global serviced office market and our talented people are market specialists, enabling them to offer free, impartial advice to help find your dream workspace and negotiate the best deal for your business.

We're part of The Instant Group - a fast growing, entrepreneurial business that delivers innovative property solutions built around our clients' needs.

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