



Over several decades of being in business, I continue to learn the same lesson – **being in control of your business is critical to its ongoing success.**

The obvious difficulty is actually being in control of each and every important component of your business.

This is especially so for smaller businesses.

The busier you get, the harder it is.

The Atrium Business Centre provides the perfect solution for your business.

Our executive serviced offices provide your business so much more than just an affordable, secure, professional office base.

Our business packages are tailor made to suit your business with as much or as little help as you need.

I invite you to take a couple of moments and contact us.

We will be more than happy to show you around, discuss your requirements, and explain to you how the Atrium Business Centre can help your business grow and prosper.

Bruce L. Read. JP C DEC
Managing Director.



First Floor, 345 Peel Street, Tamworth, NSW 2340

EFFICIENT › PROFESSIONAL › AFFORDABLE

PREFERRED SUPPLIER



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LOCAL COMMERCIAL
AGENT



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Tamworth CBD
Executive Serviced Offices



The Atrium Business Centre is ideally situated in the CBD and offers Tenants a considerable range of flexibility in several key areas.

You choose between:

Three (3) generous sizes of fully serviced offices:

- Standard = 13.5m² (avg) 1 person office
- Executive = 17m² (avg) up to 2 person office
- Superior Suite = 26m² (avg) up to 3 person office

Your preferred office is secured by way of a simple "occupancy agreement" that you can lock in and/or renew time after time as it suits your changing businesses circumstances.

You choose between:

- 12 monthly (most economical)
- 6 monthly (5% surcharge)
- 3 monthly (10% surcharge)
- 1 monthly (15% surcharge)

Your flat monthly rental payment includes a host of standard features:

- Fully furnished office including desk and return, director's chair, guest chairs, filing cabinet, rubbish bin
- 9 am to 5 pm (Mon to Fri) full reception
- Secure after hours access
- Electricity consumption
- Fully air-conditioned
- Kitchen facilities with fridge, tea, coffee facilities
- Once a week cleaning
- 1st floor (non public) w/c facilities (cleaned daily)
- Security access to first floor offices via lift and stairs
- In-call receptionist service (all in calls answered in your business name)
- Messaging service (e-mail, voice mail, sms, paper)
- Daily mail pick up and/or delivery
- Client greeting
- Business centre signage in reception (Shop 7) in the shopping centre
- Atrium Business Centre web site inclusion



Also available on an as-and-when-you-need, pay-as-you-go basis, itemised and charged onto your monthly account:

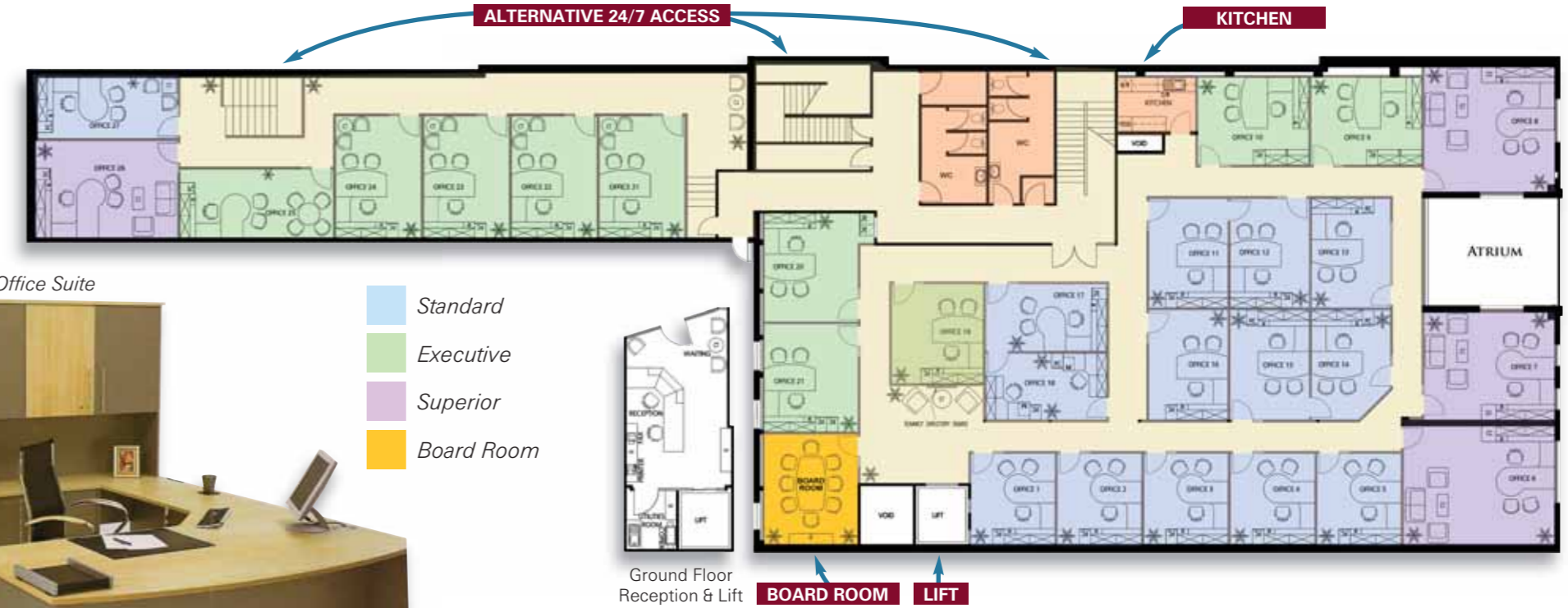
- Upgrade your office furniture suite to Premium
- Secretarial service – Word, Excel, Powerpoint, transcription services
- Courier service – local, interstate, international
- Local pick up and delivery service
- Event management – entertainment, food, refreshments
- Board/meeting room, 8 people capacity with conference call facility, big screen, DVD, white board
- Single or multi-line phone connection including state of the art hand set(s)
- 1300 and 1800 special phone lines
- ADSL high speed and secure internet connection
- Postage service (at Aus post rates)
- Photo copying and scanning
- Faxing
- Additional furniture
- Book keeping (MYOB)
- Quoting and invoicing
- Graphic design and print service
- Web design and hosting service
- IT set up, call out, emergency, repair, upgrade service



Premium Office Suite

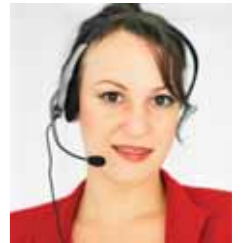


- Standard
- Executive
- Superior
- Board Room



The Atrium Business Centre offers its business Tenants a range of sizes of fully furnished, state of the art, offices from 16m² to 32m². Each tastefully decorated office comes complete with desk/s, chairs, credenza, filing cabinet, rubbish bin, phone and high speed internet connections.

A professionally staffed reception with in the Atrium Shopping Centre provides secure access to the lift as well as a range of business services and facilities available to our Tenants and the general public.



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