

# Conventional Office V/s Serviced Office Comparison

To estimate the Total Occupancy Cost (TOC) of your current office - simply enter the cost under each head

## SERVICED OFFICES V CONVENTIONAL OFFICES COMPARATIVE

INPUTS:	Office	Business Centre
Size	8000	
Workstations	75	75
Fit Out Cost rs. Psf	₹ 1,500.00	
Total Fit Out Cost	₹ 1,20,00,000	
Terms	36	
Monthly License Fee	₹ 53.00	18000 pws

	Conventional Office Space			Serviced Offices	
	per sq. ft.	Per Month	Per Annum	Per Month	Per Annum
<b>Building Costs</b>					
Rent	53	4,24,000	50,88,000	Incl.	Incl.
CAM	9	72,000	8,64,000	Incl.	Incl.
Property Tax	3	24,000	2,88,000	Incl.	Incl.
Parking	4	32,000	3,84,000		
<b>Total</b>	<b>69</b>	<b>5,20,000</b>	<b>62,40,000</b>	<b>Incl.</b>	<b>Incl.</b>
<b>Capital Costs (Total cost written off over the lease term of 3 years)</b>					
Fit out (furniture, partitions etc.)	41.67	3,33,333	9,259	Incl.	Incl.
Professional Fees	1.47	11,778	327	Incl.	Incl.
Restoration Cost		0	0	Incl.	Incl.
<b>Total</b>		<b>3,45,111</b>	<b>9,586</b>	<b>Incl.</b>	<b>Incl.</b>
<b>Revenue Costs (per sq.ft)</b>					
Utilities (electricity, water, gas etc.)	7.50	5,000	60,000	Incl.	Incl.
Security	1.75	1,167	14,000	Incl.	Incl.
Standatd IT & Telephony provision to included handset, ded lease line	1.25	1,600	19,200	Incl.	Incl.
Building Insurance	0.9	600	7,200	Incl.	Incl.
Internal Repairs & Maintenance	3.25	2,167	26,000	Incl.	Incl.
Equipment Maintenance	0.85	567	6,800	Incl.	Incl.
Cleaning	2.25	1,500	18,000	Incl.	Incl.
Meeting Rooms 10 hrs/month		Incl.	Incl.	Incl.	Incl.
Monthly Licence Fee		N/A	N/A	13,50,000	1,62,00,000
<b>Total</b>		<b>8,77,711</b>	<b>64,00,786</b>	<b>13,50,000</b>	<b>1,62,00,000</b>
<b>Staff Costs</b>					
Receptionist/Administrator		1,500	18,000	Incl.	Incl.
NIC, holiday, sickness @ 20%		300	3,600	Incl.	Incl.
<b>Total</b>		<b>1,800</b>	<b>21,600</b>	<b>Incl.</b>	<b>Incl.</b>
<b>Grand Total</b>		<b>₹8,79,511</b>	<b>₹64,22,386</b>	<b>₹13,50,000</b>	<b>₹1,62,00,000</b>
Average Cost per Person		₹11,727	₹1,40,722	₹18,000	₹2,16,000
<b>% saved by taking serviced space</b>				<b>-152.24%</b>	

### Additional advantages of Serviced Offices include:

- Essential saving of management time in setting up, running and maintaining the office.
- Ability to set up an operation and commence trading without distraction within a short time frame.
- Ability to increase or decrease space at short notice without moving.
- Ability to vacate office at short notice without facing expensive dilapidation bills.
- No requirement for large rental deposits and giving personal guarantees of a long lease commitment.
- A digital PABX voice and data system.
- The benefit of Category 5 cabling to each office allowing for a Local Area Network (LAN).
- Access to secretarial and administrative services on a pay-as-you-use basis.
- Access to meeting, training and conference facilities on a pay-as-you-use basis.
- Overall better business cash flow. Licence Fees are also treated as tax deductible revenue expenditure.

Please note that whilst the best of our knowledge the data in this comparison is accurate we accept no responsibility for any inaccuracies and would advise anyone comparing conventional and serviced space to also carry out their own research