

Welcome to your new world of work

—
What is Virtual Office ?



Exclusive 10% discount for members of CCI France-
Bulgarie for any Virtual Office product worldwide

Our mission is to help people have a great day at work



Global
network
access



Modern
technology



Safe and
secure
environment



Professional
team to
support you
everyday



Wide
choice



Easy to use
and manage



Everything is
included

Everything is included



Facilities

Business lounges & breakout areas
Kitchen & utilities
High-tech meeting rooms



IT and Security

Ultra - fast internet
Super-quick, constant WiFi access
Reliable IT infrastructure



Professional support

Dedicated community team
Administrative support
Printing & scanning



Productive workspace

Workstyle choices
Ergonomic furniture
High quality design
Design your office



Facility management

Cleaning
Maintenance
Safety & health guidelines



Global community

Access to global network of business lounges
Global Networking
Wide choice of events



Flexibility

Free relocation
Flexible term
24/7 access



Account management

Dedicated account self-service portal
24/7 helpdesk
IT support

Changing the world of work for the better

HIGHLY-TRAINED SUPPORT TEAMS



When businesses choose IWG, they're not simply choosing a workspace, they're choosing our people. Our dedicated teams take care of all the essentials, enabling you to focus on your business.

OUR BEAUTIFULLY DESIGNED LOCATIONS



With locations in practically every country, city, town and transport hub, and options ranging from an hour's coworking to multi-year office space leases, we enable people and businesses to work where, when and how they want.

High-end Security and Safety

BUILDING SECURITY



- 4 levels of physical security in every location with access card/security key (Building, Floor, Office, Furniture)
- Video monitoring around building, parking and common areas of most locations
- Staffed lobby and reception
- Digital locks with audit trail in all new IWG locations
- All furniture is lockable with locks in the possession of customer

DATA SECURITY



- Network access only provided to authorised devices
- Private Network with traffic segregation for each customer
- Recorded audit log of device and network access
- Network monitored 24/7 for intrusion attempts, malicious activity and abuse
- Ongoing external penetration testing to improve security systems

EMPLOYEE SAFETY



- Meeting WHO's health & safety workplace guidelines across entire IWG network
- Predominately displayed signage throughout each location encouraging six-foot buffer zones
- De-densified workspace to position people at least 6 feet from each other
- Enhanced hygiene through frequent cleaning and availability of sanitizer

How we provide a safe working environment

ENSURING YOUR TEAMS GET BACK TO WORK QUICKLY



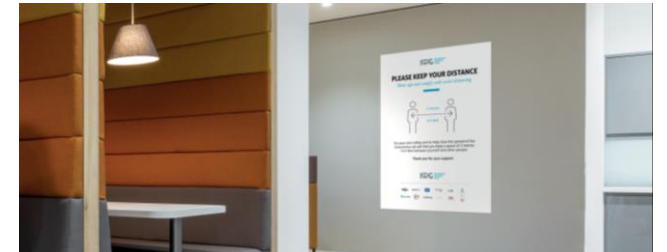
- The agility to move fast with flexible workspace solutions designed around your organisation's needs
- We are here to help you and your teams get back to work as fast and as cost-effectively as possible.
- Across 3,500 locations, we provide a safe working environment that meets today's requirements, and supports a sustainable and happier way to work in the future

PROVIDING A SAFE WORKING ENVIRONMENT



- The support to enjoy a safe, more sustainable and happier way of working
- For the safety of our staff and customers, we are using floor tapes and stickers to remind visitors of physical distancing and spaced seating guidelines

HELPING YOUR TEAMS ADAPT TO THE NEW FUTURE



- The ability to reduce risk by enabling remote working on a global scale, supporting any workstyle
- We can provide immediate support with tailored solutions today, without commitment or risk, so your business can adapt as needs change
- We have created health and safety guidelines for our workspaces, which are clearly visible in strategic locations in our centres

IT & Telephony – options and upgrades

Give your technology a boost

Whilst our standard IT package provides the level of internet and connectivity most businesses require, we recognise some businesses need additional IT support.

Dedicated bandwidth

Ensure guaranteed download and upload speeds at all times across our network.

Rack space

House your equipment in our secure, temperature controlled onsite comms room.

Networking

Add Public and Private IP addresses for office networking and connection to servers outside the centre.

Engineering

Our expert team of IT engineers can support the work you need to optimise your IT and network.

If you need telephone answering services, our dedicated team can answer your calls in your company name and transfer them or take a message.

Call packages

Our call packages deliver great savings for customers with high telephone use.

Call answering

Professional receptionists answer your calls and enhance your business presence.

Additional numbers

Take additional landline numbers

Call recording

We forward you a recording after each call (subject to availability and local laws)

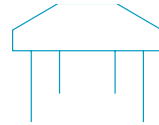
Our products

A range of flexible solutions to support hybrid working, across one or many locations



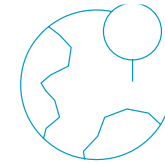
OFFICE

From a few desks to an entire building, we provide the office environment businesses need to collaborate, innovate and grow.



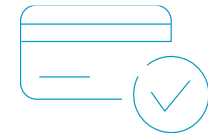
COWORKING

Beautifully designed coworking environments, across thousands of locations around the world, open to everyone.



VIRTUAL OFFICE

A faster way to build your business presence; an instant company address, phone number and a place to work when you need it.



MEMBERSHIP

Work without constraints with access to our global network, so you can work where, when and how you want.

Virtual Office

Build your presence fast, anywhere in the world

Business Address

Establish an instant business presence with a professional address in the location of your choice with full mail-handling service.

Virtual Assistant

Secure a business phone number and get all calls to your company answered by a professional receptionist.

Virtual Office

Enjoy all the benefits of Business Address and Virtual Assistant, with unlimited use of our global network of business lounges.

Virtual Office Plus

Enhance your Virtual Office plan with use of the community meeting room for two hours a day, and private office or coworking access for five days a month at your selected centre.



Virtual Office – what's included?

Professional business address



Choose a business address in any of our prestigious locations

Mail handling



Collect your mail at the centre of your choice, or have it forwarded daily, weekly or monthly

Local telephone number



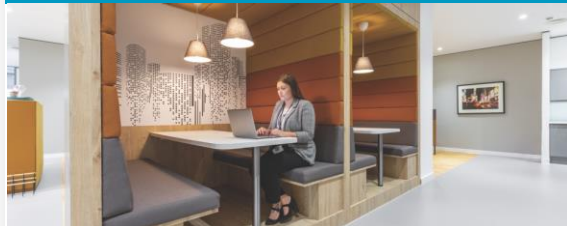
Get a local telephone number to enhance your regional presence

Live receptionist



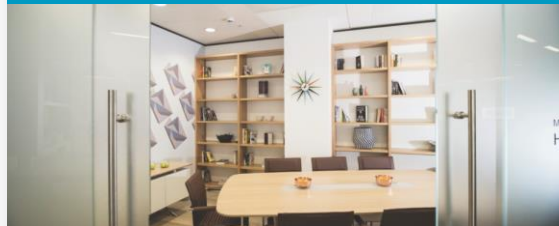
Have a professional receptionist answer your calls in your company name

Business Lounge access



Work where and when you need with complimentary access to our global network of business lounges

Community meeting room



Enjoy complementary access to our community meeting room for two hours a day

Private Office or Coworking access



Additional workspace available at your selected centre for five days a month according to your plan

Virtual Office – options and upgrades

	Business Address	Virtual Assistant	Virtual Office	Virtual Office Plus
Professional business address Base your business at a prestigious location.	✓		✓	✓
Mail handling Collect your mail at the centre or have it forwarded daily, weekly or monthly	✓		✓	✓
Local telephone number Local telephone number to enhance your local presence.		✓	✓	✓
Live receptionist Someone to answer calls professionally in your company name.		✓	✓	✓
Unlimited Business Lounge access Work where and when you need to with access to over 3,300 business lounges.			✓	✓
Community Meeting Room usage Complementary access to a community meeting room for 2 hours/day.			✓	✓
Private Office access Ability to book a dedicated private office at any location worldwide.			2 days per month (USA Only)	5 days per month (Global)

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Explore our network across Bulgaria



Sofia



Plovdiv

Thank you

We're here to help

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