

Price list for Shared Office

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Shared Office

CHF **400.00** per month

- Representative address for business purposes ✓
- Your company, Rathausstrasse 14, 6340 Baar
- Lease agreement per Swiss Code of Obligations (OR) ✓
- Commercial Registry entry (legal domicile without c/o addition) ✓
- Incoming post and parcels ✓
- Forwarding post once weekly including postage within CH/EU/EEA ✓
- Labelling at main entry ✓

CHF **149.00** one-time fee

Post- and parcel service fees

General:

- Acceptance of registered mail/court documents and immediate forwarding as registered mail, handling ✓
- Acceptance of debt collection documents and immediate forwarding as registered mail, handling ✓
- Acceptance of parcel and immediate forwarding, handling ✓
- B/W print-out and shipment including postage within CH/EU/EEA ✓
- Colour print-out and shipment including postage within CH/EU/EEA ✓

CHF **5.00** plus postage

CHF **45.00** plus postage

CHF **10.00** plus postage
CHF **1.50** per DIN A4 page
CHF **1.80** per DIN A4 page

For different post handling:

- Daily post forwarding including postage within CH/EU/EEA ✓
- Opening and faxing mailings ✓
- Opening and emailing mailings ✓
- Retaining mailings ✓
- Courier shipment, handling ✓

CHF **60.00** per month
CHF **3.00** per DIN A4 page
CHF **2.00** per DIN A4 page
free of charge
CHF **10.00** plus postage

All prices exclusive VAT, valid from April 2013, subject to change, conditions for additional offerings may differ, our general terms and conditions apply

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Additional offerings

Local telephone- and fax number

CHF **50.00** per month

Personal local telephone and fax number with forwarding ✓
(subject to connection fees according to expenditures)

Personal telephone service with answering service using your company name

CHF **150.00** per month

Answering service using your company name in Swiss-German (dialect), German ✓
and English ✓
Continuous answering service Monday to Friday from 8:00 am - 6:00 pm ✓
Base fee includes 20 calls - regardless of the call duration ✓
Personal voice mailbox for calls outside answering service hours ✓
Connecting/transferring calls ✓
Immediate transmission of informative memos via email and/or SMS ✓

Service fees for telephone service

CHF **2.50** per call

Each additional call - regardless of call duration ✓

Secretarial duties

CHF **6.50** per 5 minutes

Conference room up to 8 persons (Baar ZG)

1 hour ✓	CHF 50.00
1/2 day (2-5 hours) ✓	CHF 150.00
1 day (6-10 hours) ✓	CHF 250.00

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Additional offerings

Formations and modifications of bylaws

Formation of GmbH and AG cash contribution ✓	CHF 1'490.00
Formation of GmbH and AG contribution in kind/conversion ✓	CHF 1'990.00
Change of registered office ✓	CHF 1'200.00

Lease terms

Depot service	2 months' rent (deposited into lessee deposit account payable to lessee)
Term of notice	6 months (section 266d OR)
Payment terms	In advance, on the 1st of each month

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