

BUSINESS CENTER SERVICES

Flexible short or long term leases let you expand



1. Secretarial Services

Our well-trained professional staff is ready to provide you with a full range of secretarial services, including:

- Translation
- Word-processing
- Filing and document preparation
- Document processing

Price (Upon request)

2. Reception Services

Our reception service includes:

- Operator answering calls
- Call-screening, filtering, transferring
- Message-taking
- Receiving and forwarding faxes

In addition, our operators will answer your phone with a special greeting and/or your company name. We also provide a highly efficient mailing service for all your postal needs.

Price (Upon request)

3. PRO Services

- Courier services
- Administrative services
- Hotel, flight reservation
- Car rental services

AED 5'000 / year