WORKIIFY

Work space simplified

the work space



The Workiify Workspace

That Work Space Simplified

Workiify Serviced offices and coworking facilities tailoredto meet your needs



Contents

Workiify SERVICED OFFICES & COWORKING
DESIGNED WITH YOU IN MIND

01. Introduction
02. Tailored Solutions
03. What We Offer
04. Why Choose Us
05. Services & Facilities
06. Serviced Offices
07. Workiify Packages
08. Boardroom Rates
09. Additional Service Costs
10. Benefits & Specials
11. COVID-19 Safety
12. How It Works



Introducing The Workiify Workspace

FULLY SERVICED OFFICES & COWORKING

Workiify offer professional shared workspaces that are connected and completely flexible. Move in today and have the freedom to upsize or downsize according to your needs. What's more, you get instant access to meeting facilities and excellent support services – everything you need to grow your business.

OUR BRANCHES

AV Info Tech Park – Saravanapatti
AV Info Tech Office - Gandhipuram

Your Ideal & Flexible
Workiify Work Space Solution

Communal **workiify** workspaces are beneficial to both individuals and businesses who need a productive andprofessional works environment. The **workiify** Workspace has tailored our offering to meet your needs - no matter the size of your business or your work requirement. We also extensively restructured our branches and our agreements to meet the challenges that we have all had to face as a result of both Covid-19 and the national lockdown.

SMMEs & Entrepreneurs
Workiify offering designed to help reignite India's small and medium sized businesses. Our packages allow you to downsize from your current previous premises if needed while getting the flexibility you need at a time when long term decision making is more difficult than ever.

Corporates
Coworking and serviced office packages that meet workspace needs at a staff level and flexibility in decision making at management level. Place up to 160 employees in **workiify** coworking spaces with managers being accommodated in serviced private offices.

Freelancers & Self-Employed
Affordable **workiify** coworking space or serviced offices without long term lease commitments. Whether you need a full time office, a business address or just a desk a few days a weekwith use of a boardroom now and then, we have the ideal package for you.

Students
Workiify Flexible packages that will secure you a peaceful place to study and work on assignments. Whether you only need a desk occasionally or are looking to make a 3-month commitment over the exam period - we have the right package to suit your needs.



What We Offer

Serviced Offices

Workiify offer fully serviced, furnished private offices in a range of sizes, from single-person offices to offices suitable for teams. Serviced offices are available on flexible terms and provide access to shared business infrastructure, equipment and services. The cost of a serviced office at The Workspace will depend on the size and location of the office. Because serviced offices are available on flexible terms and enable shared access to resources, they're more affordable than traditional office spaces.

Benefits of Serviced Offices:

With a **workiify** serviced office, you don't have to worry about finding, setting up or maintaining business premises and infrastructure. This can mean huge time and cost savings. Everythingfrom professional décor, fiber internet and audio visual equipment to boardrooms, an attractive reception area, kitchen facilities and cleaning services are already in place. Simply move in and focus on your business. A branch manager and The Workspace are always available and ready to assist.







Workiify Coworking Spaces

Coworking space is office space you share with others in an open-plan environment, with all the infrastructure and services you need to run your business. This makes it much more affordable than traditional office space. Our coworking facilities provide an ideal combination of private booths – where you can focus on your work – and comfortable open areas for collaborating with others or relaxing.

Benefits of Coworking Spaces:

With **Workiify** coworking, you don't have to pay for space, infrastructure and services (like meeting rooms and high-speed internet) that you don't use all the time. Just pay as you go each month for everything you need to conduct your business. **Workiify** Coworking is ideal for independent professionals, small business owners and entrepreneurs, freelancers, independent contractors and students. It's also rapidly becoming popular with larger companies, which are recognizing coworking as an affordable, flexible alternative to traditional office space.

Virtual Offices

A virtual **workiify** office makes it possible to work remotely, while at the same time presenting your business to clients from well-established, professionally staffed business premises. Virtual office space provides many of the benefits of traditional office space, but at a small fraction of the cost. For a monthly fee you get use of a business address, a dedicated phone number, professional handling of calls answered using your company's name and messages passed onto you via email.

Benefits of Virtual Offices:

With a **workiify** virtual office, you can make a professional impression on clients and other business associates, ensure you don't miss any client calls, save on the time andfrustration of having to commute and save costs by eliminating the need to lease office space. With a virtual office, you can still make use of The Workspace boardroom and meeting room facilities at a small additional fee.

Why Choose The Workiify Workspace?

Supportive & Attractive Environment!

Workiify are known for our friendly, efficient staff and our exceptionally attractive, comfortable office premises. You'll have a branch manager who acts as your official company receptionist, answers the phone with your business name and receives your clients at reception – helping you put your best foot forward and maintaining a professional image. Whether you need a boardroom booked, printing to be sorted out or packages received from couriers – we are there to provide all the office support you need!

Perfect Locations!

Our **workiify** branches are located in prime business areas, and offer a range of convenient, on-site business services which include elegant outdoor relaxation areas or attractive views, and our branches at Saravannapatti near KGISL offer access to premium shopping districts you'll benefit from our superb service, with our branch managers and The **workiify** Workspace functioning as a friendly and efficient extension of your business.



Services & Facilities We Provide

Whether you work from a serviced office or one of our stylish **workiify** coworking spaces,you'll have access to a range of servicesand amenities

Office Services

All members benefit from a full reception service. During normal work hours, a receptionist will answer your calls using your company's name, take messages and pass these on to you via email and greet your visitors.

- A4 printing, copying,
- Landline telephone rental.
- On-site logistics and courier services.

Internet & IT Support

- All members have free access to shared, high-speed fiber optic Wi-Fi.
- We offer IT support and remote ITassistance.

Meeting & Boardrooms

- All members have access to suitably private, furnished meeting rooms, with bookings handled on a first-come, first-serve basis.
- Included in your monthly rental is 6 hours free boardroom usage to office members, and 2 hours boardroom usage to dedicated **workiify** coworking members, Thereafter, there is an additional cost.
- Members can also choose to book time in our professionally decorated, fully equipped boardrooms, available at all our branches.

Kitchen & Cleaning Amenities

- All members enjoy free cleaning services and daily bin emptying.
- Members have use of fully equippedkitchen facilities.
- Help yourself to as much coffee and tea as you like.

Communal & Leisure Areas

- All **workiify** branches include stylish, comfortable seating areas for informal meetings and breaks.
- Many branches also offer attractive outdoor relaxation areas.

Workiify Serviced OfficePackages

OFFICE RENTAL INCLUDES THE FOLLOWING:

- Reception area
- Fully furnished offices
- 6 hours access to boardrooms and meeting rooms with audio visual equipment
- 2 hours access to our a booth facility for informal catch-ups
- Kitchen facilities with coffee, tea, milk and sugar available
- The convenience of a cafeteria on the premises
- 24 Hour Secure parking provided
- 24 hour security and 24 hour access to the building
- Access to all The **Workiify** Workspace branches
- Prime business address
- Full reception services including meet and greet of visitors
- Calls answered in the members company name, calls transferred, and messages taken
- Exclusive business telephone number and handsets provided
- In-house Printing services with affordable consuming cost.
- Hi-Speed Fiber optic internet connection
- **IT Support Services**
- Boardroom & meeting room Refreshment services
- Cleaning services provided
  A listing of your company on our member directory

All Packages Include:
Community & networking events coordinated by a Community Manager.

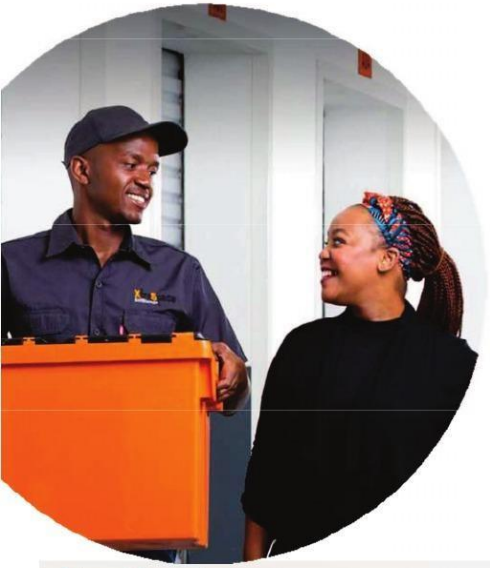








Storage and Moving Solutions





Extra Space Self Storage

Workiify is a trusted provider of flexible and business storage solutions we think differently about space. In a constantly changing world we know that one size does not fit all.

With us there are no long-term commitments. No complicated leases. And you pay for what you need.

Our storage facilities are centrally located, modern and bright, and our wide range of services is secure, affordable and tailored to meet your personal and business needs.

Ecobox

Are you moving? Consider our Eco-friendly moving solutions.

Eco friendly box offers a wide variety of cardboard boxes and packagingmaterials, as well as plastic for rental.

We deliver to your home or office. We can also assist with environmentally responsible moving solutions.

All services are provided by branch managers in accordance with regulatory requirements.



The Workiify Workspace COVID-19 Hygiene & Safety Protocols

As all our members can return to their offices, every branch of The Workiify Workspace underwent deep cleaning and sanitation along with a fogging treatment.

Workiify have a number of protocols in place to safeguard the health of our staff and members:

- All members, their employees and guests will be required to provide personal information on entering our branches for proper record keeping.
- All members, their employees and guests are required to provide positive identification on entering our branches for proper record keeping.
- All members, their employees and guests are required to wear a mask when entering ourbranches in line with the current regulations.
- Alcohol-based hand sanitizer is available for both staff and members at all branches.
- Workiify boardrooms, coworking spaces, offices, reception and leisure areas have been reconfigured for proper social distancing.
- We have intensified our cleaning schedules with disinfectant being used throughout our branches.
- All services are provided by branch managers in accordance with regulatory requirements.
- We continually equip and train our staff with up to date COVID-19 facts and good hygiene practices.
- For any COVID-19 complaints, comments or suggestions please emailID covid19@workiify.com.

For more information on our full COVID-19 hygiene and safety preparedness and protocols, please request a copy our COVID-19

Hygiene Handbook or visit the COVID-19 page on our website.

Our Commitment to Community

As The **Workiify** Workspace, we genuinely care about the communities in which we work and operate. We are proudly committed to supporting and making an impact in the communities around our branches and to organizations with a national footprint. We collaborate with NGO's and charity organizations to ensure that our contributions are fairly and effectively administrated and distributed. We frequently team up with our members, making it easy for them as businesses to also participate and contribute. We select causes in need, create simple payment platforms and make it as easy as possible for our members to get involved.

"We believe that a vibrant community is a powerful determinant of people's ability to achieve and grow at work – and the joy they experience as a result of them."





How do I Become a Workiify Member?

YOUR NEXT STEPS

- Enquire with us info@workiify.com
- Book an optional guided tour.
- We'll assess your needs and advise on availability at your preferred branch along with a quotation.
- Once you approve the quotation that you received from the branch manager, you will sign your agreement and pay your deposit along with the first month's rental fee.
- Pack your laptop bag, Printer, grab your team, and Ready to **MOVE IN**





Contact Us

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