

# PREMISES & EQUIPMENT



## **First Premises:**

- Expandable: 6 people to 30
- Natural light
- Acoustics favorable for multiple concurrent (phone) conversations
- Public Transportation nearby
- Parking
- Telephony-ready
- 90 square feet per person, average
- Meeting room
- 1 enclosed office
- Shared resources (printer, lunchroom, dishwasher, washrooms)
- Appropriate Security

## Equipment - First Premises:

Appropriate configuration for each job	CMO	Sales Pro, each	Head of Social Media Connections	Social Media Content Writer, each	Communal	CEO	Each	Total
Desktop	1	1			2	1	800	4000
Screen 32"	2	1	2	2		2	200	1800
Screen 24"					2		150	300
Laptop			1	1	1		800	2400
Tablet	1		1	1		1	600	2400
General Software	1	1	1	1	2	1	400	2800
Desk	1		1		1	1	200	800
Chair	2	1	1	1	6	2	200	2600
Couch					2		500	1000
Phone on Desk					2		60	120
Mobile Phone	1	1	1	1	1	1	200	1200
Light	1	1	1	1		1	30	150
Coffee maker					1		150	150
White board Smart board					6	1	200	1400
Tabletop Workspace		1			1		800	1600
Printer							750	750
Miscellaneous: Keyboards, mouse, doc holders, mike/headset, Mugs, glasses, garbage cans	1	1	1	1	4	1	200	1800
Total for: CMO, CEO, HSM, 3 Sales Pros 1 Content Writer								29330
Total for: CMO, CEO, HSM, 6 Sales Pros, 3 Content Writers								41480

### Notes:

- Incoming calls are answered by Sales Professionals then routed to individual mobile phones.
- Amounts reflective of new equipment; however, pre-owned sources are preferred

**Second Premises:**

- Expandable from 35 people to 200
- Acoustics favorable for multiple concurrent (phone) conversations
- Natural light
- Outdoor area
- Public Transportation nearby
- Parking
- Food & Beverage nearby
- Telephony-ready
- 60 square feet per person, average
- 3 Meeting rooms
- 4-8 enclosed offices
- Lunchroom, washrooms, reception area, equipment room, utility room
- Appropriate Security

