



Offices Meeting Rooms Virtual Offices

Everything a business needs to
flourish, together under one roof



The Colchester Centre
Hawkins Road, Colchester
Essex CO2 8JX





Offices

The Colchester Centre specialises in providing modern, fully serviced offices at remarkably affordable prices. Office sizes range from 96 to 1,000 + square foot and can be tailored specifically to accommodate your business needs. Whether you're someone working from home, a start up business, or a larger organisation looking to relocate, our offices offer a flexible, cost effective solution.

The serviced offices provide the latest technology, contemporary telephone and voicemail systems and are supported by a fully staffed reception service, reception area, Café and meeting rooms.

With flexible rental periods starting from just 3 months we offer low commitment easy in/easy out terms.



Weston
Business Centres



Meetings

The Colchester Centre boasts a variety of impressive meeting rooms with layouts that can be tailored to meet your needs, from 2 to 20 guests. The Colchester Centre also offers a spacious air conditioned conference facility accommodating up to 40 delegates. The conference room is ideal for a wide variety of events including seminars, training, and breakfast or lunchtime meetings.

Our professional facilities management team are on hand to ensure your event runs smoothly and your expectations are surpassed. We offer catering services to the conference and meeting rooms, from simple early morning pastries through to finger buffets and hot dishes.

Tel: 0800 542 7232

Email: Colchester.enquiries@weston-business-centres.com

www.weston-business-centres.com



Virtual Offices

Missing important calls whilst you are in meetings? Need a professional business address without the financial outlay of a physical office? Then use our virtual offices to project a great business image whilst keeping overheads down.

The Colchester Centre offers virtual office solutions, providing a professional introduction to your customers and clients. Our reception team will answer your calls, taking messages or transferring the call onto a forwarding number. You can choose exactly how you would like your calls to be answered and dealt with.

Faxes and post received at your virtual address can be held for collection or forwarded onto you.

Virtual solutions include:

- Dedicated local telephone number answered in the name of your company
- Call forwarding
- Prime business address
- Mail and fax sorting and forwarding
- Ability to hire meeting rooms
- Access to administrative support



Facilities

- In House Café
- Fully staffed reception
- Telephone answering
- Secretarial assistance
- IT support
- Conference Facility
- Air conditioning
- 24/7 Access

Coffee Corner

The coffee corner sits in the heart of the Colchester Centre providing a selection of snacks throughout the day. This makes the central area of the centre a perfect location for entertaining or to relax and reflect upon your day.

Whether using a meeting room or one of our serviced offices the coffee corner team will be on hand to provide catering to meet your requirements.

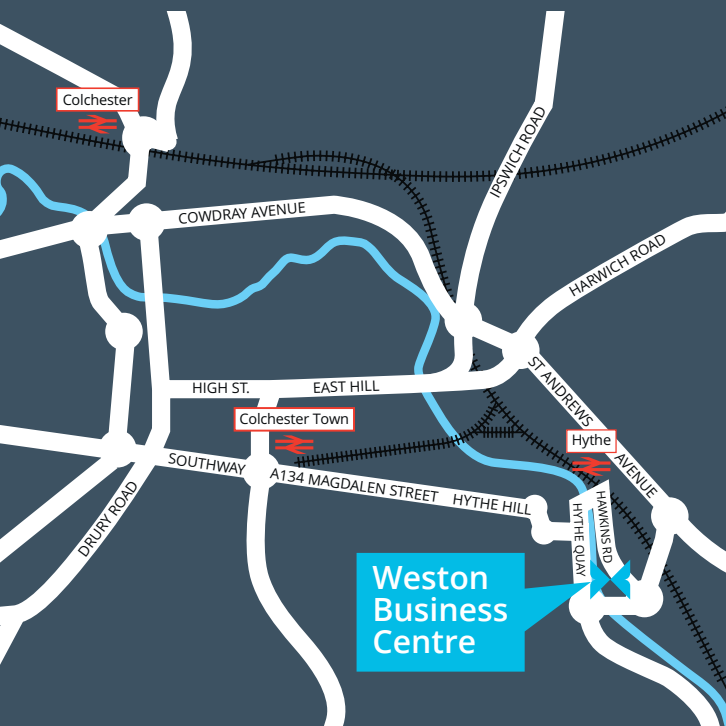




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