



**bedford  
i-kan**

*High quality  
office  
solutions...*



01234 245520  
[www.bedfordi-kan.co.uk](http://www.bedfordi-kan.co.uk)





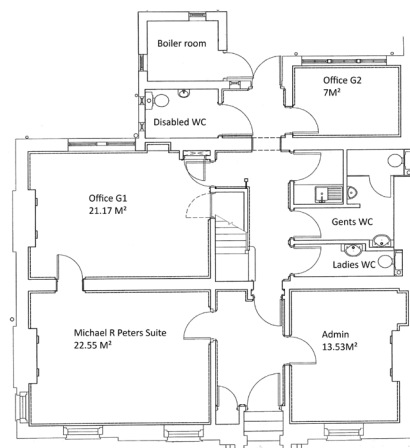
Bedford i-kan is a vibrant, flexible and very affordable community for start-up and growing businesses located in the heart of Bedford.

The centre has a mix of fully serviced offices, hot desking facilities, virtual offices and a meeting room. The prime location ensures that customers are only a short walk to the town centre and its well-connected railway station.

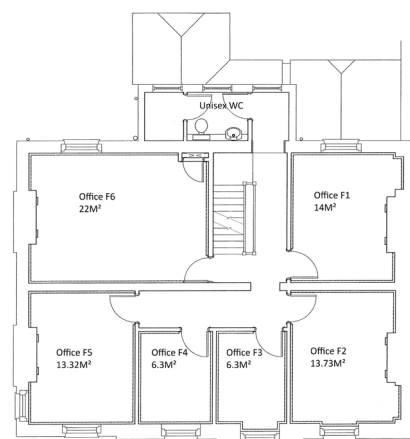




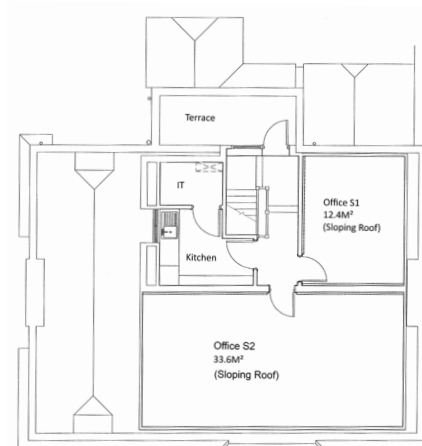
## Ground Floor



## First Floor



## Second Floor





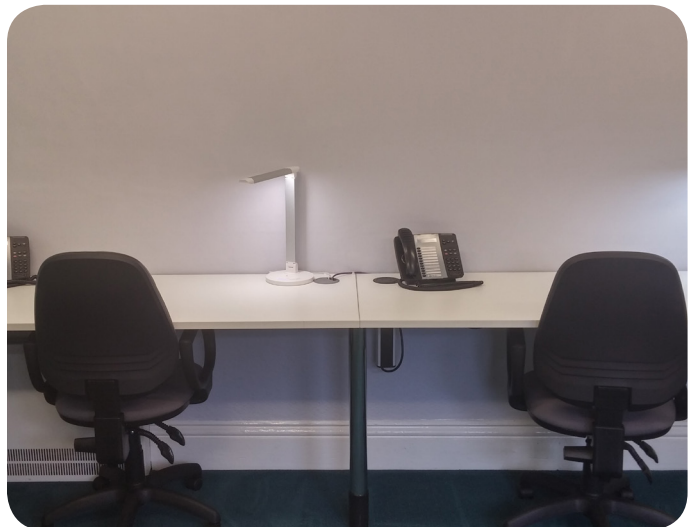
## Serviced Offices from £250 per month

The centre has nine self-contained, fully serviced offices, ranging from between 65ft<sup>2</sup> to 235ft<sup>2</sup>. The offices are suitable for between 1 and 5 people and offer unlimited internet usage as well as a bespoke digital telephone system with dedicated lines.



## Hot Desks from £100 per month

The centres hot desking package is perfect for those who need the option of an office environment on a regular basis. The modern hot desk suite is equipped with unlimited internet usage and a multi-user phone system. Inclusive hot drinks are available all day and there is also use of a well-equipped kitchen.



### Hot Desk tariffs:

- Unlimited use of a desk from 9am to 5pm (centre hours), Monday to Friday: £100 per month
- Unlimited 24/7 access (including weekends): £150 per month with a £150 deposit

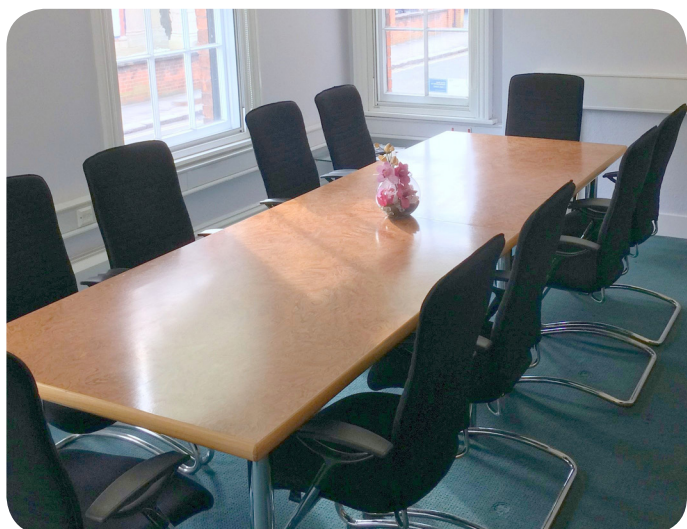
## Virtual Office from £35 per month

An i-kan virtual office is the solution to growing your business at a fraction of the cost of a physical office. This offers the convenience of having a separate business mailing address, a mail forwarding service, plus staff available throughout the day to take deliveries. A local phone number for virtual office customers can also be set up if required (additional charges apply).



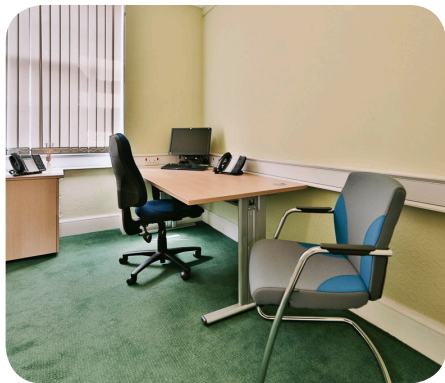
## Meeting Room (discounted rate for tenants)

The centres ground floor meeting room is available to hire on an exclusive basis. This professional space is ideal for boardroom meetings of up to 10 people, is fully equipped with a 60" screen linked to a PC for presentations and is wi-fi enabled for your convenience.





## Summary



### Terms

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- Easy In/Easy Out terms – we request only one full calendar month's notice for termination of your tenancy
- Deposit required equivalent to one month's payment
- Rent payments via Direct Debit (late payment fees apply)
- No hidden costs or set up fees

### Prices

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Prices quoted include Rent and all of the following for office space:

- Building Facilities
- Heating, lighting, electricity and water use
- High-speed broadband internet access
- MITEL digital telephone with dedicated lines
- Full security - including CCTV

### Customer Building Services

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- Manned Reception Facilities
- Incoming and outgoing post handling
- A selection of inclusive hot beverages
- Cleaning of all communal, external areas and toilets
- General and recyclable waste removal from the site

### Additional Services *(discounted charges apply)*

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- Office services (fax, photocopying and reprographics etc.)
- Franking and postage account services
- 24/7 building access (not available to virtual office customers)
- Meeting room hire
- An on-site, secured car park with allocated parking spaces

## The i-Brand

Partnering i-kan is Bedford i-lab, i-create and i-worx; together they provide high quality business environments for a wide range of business needs.



### Bedford i-lab

This is the destination of choice for entrepreneurs looking for a base to grow their innovative business and ideas.

Located in a prominent position at the gateway to Bedford's most prestigious business setting, the 85 office centre has tremendous commercial presence, with office space for up to a 20 person strong business.

**01234 834567**

**[www.bedfordi-lab.com](http://www.bedfordi-lab.com)**



### Bedford i-create

A complex of seven studios, the centre is primarily for visual artists who are developing their work in the context of contemporary practice, and within a supportive environment to help them develop and grow.

**01234 818670**

**[www.bedfordcreativearts.org.uk](http://www.bedfordcreativearts.org.uk)**



### Bedford i-worx - coming soon

An advanced technology and engineering workshop cluster offering twelve bespoke, modern engineering and work shop spaces on the new Marston Vale Business Park.

**01234 834567**

**[www.i-worx.com](http://www.i-worx.com)**

# Application Form

## Business Details

Title  Forename  Surname

Address & Post Code (business or home)

Name of Company

Registration Number

Description (please briefly describe the nature of the business to be based at Bedford i-Kan)

Start date of this business

Business Phone Number

Mobile Phone Number

Email Address

Web Address

## Tenancy Options (subject to VAT at the prevailing rate)

<b>Virtual Office</b>	£35 p/m	<input type="checkbox"/>
<b>Hot Desk</b> (unlimited use of Bedford i-Kan office hours, 9am to 5pm)	£100 p/m	<input type="checkbox"/>
<b>Hot Desk</b> (unlimited use of Bedford i-Kan anytime, £150 deposit required)	£150 p/m	<input type="checkbox"/>
<b>Full Serviced Office</b> Office No. _____ (deposit required)	£ _____ p/m	<input type="checkbox"/>
<b>Car Parking Space x1</b> (costs apply), No. of Spaces _____	£ _____ p/m	<input type="checkbox"/>
<b>Additional Phone Line</b>	£10 p/m	<input type="checkbox"/>

## Declaration

I apply for this service subject to Bedford i-Kan's terms & conditions (as incorporated in this application form)

Name

Signature

Date

On behalf of Bedford Borough Council; which in this agreement and in the terms & conditions is referred to as 'Bedford i-Kan'

Name

Signature

Date

Start Date





**BEDFORD**  
BOROUGH COUNCIL



## Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Bedford Borough Council  
Sundry Debts (Room 229)  
2<sup>nd</sup> Floor, Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Service user number

9	7	2	1	4	7
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Reference

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### Instruction to your bank or building society

Please pay Bedford Borough Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Bedford Borough Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account



This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Bedford Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bedford Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Bedford Borough Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Bedford Borough Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.





## How to find us

Located in the centre  
of Bedford

38 Mill Street  
Bedford MK40 3HD

Road:

M1 - 20 mins (10.6 miles)

A1 - 15 mins (8.1 miles)

Rail:

Bedford Railway station

Walk - 10 minutes

Car - 5 minutes

London St. Pancras

International - 35 minutes

Air:

London Luton

Airport Parkway

Rail - 20 minutes

Car - 25 minutes



+52° 8' 14.06" , -0° 27' 53.87"

## Business

High quality, professional image projected to your clients

## Community

An integrated community of likeminded people  
in one building

## Space

High specification offices, offered for a simple,  
all inclusive fee

## Services

Meeting rooms and business services all on one site



Bedford i-Kan  
38 Mill Street  
Bedford  
MK40 3HD



01234 245520



01234 245599



[www.bedfordi-kan.co.uk](http://www.bedfordi-kan.co.uk)



@bedfordikan



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**BEDFORD**  
BOROUGH COUNCIL