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# ENTERPRISE OFFICE SOLUTIONS

## HAMILTON HOUSE

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Hamilton House is an exciting high quality business centre conveniently located on Bell Street opposite Priory Park and close to Reigate Town Centre, Junction 8 of M25, Gatwick and Reigate Railway Station.

Our modern centre has been fully refurbished to an exceptionally high specification, benefitting from large double glazed windows providing excellent natural light and some great views across Priory Park.

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eos

enterprise office solutions

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### eos Locations

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HAMILTON HOUSE  
87-89 Bell Street  
Reigate, Surrey  
RH2 7AN

100-102 High Street  
Dorking, Surrey  
RH4 1AY

New location coming  
soon...

LOCATION

eos Reigate is located just a short walk from the train station with excellent transport links into London and Gatwick Airport. Successfully established for over ten years, our modern and independent centre offers professional conference room facilities and fully furnished and unbranded offices.



**WELCOME TO  
HAMILTON HOUSE**

OUR SERVICES

Comprised of 14 office spaces, eos is a multi-business centre ranging from solicitors to First Aid trainers. We work hard to accommodate your individual needs whilst ensuring we offer the best value for money in today's business market.

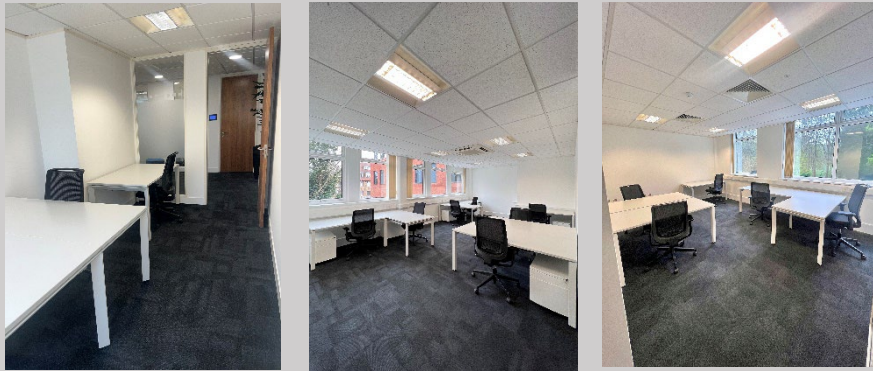


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# SERVICED OFFICES

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Designed to accommodate varying budgets and company sizes, eos offers a fantastic choice of serviced office space ranging from one person to twenty person suites, perfect for business start-ups or companies looking to relocate. Each serviced office space is a fully furnished suite and includes an inhouse experienced reception team to handle your calls and visitors.



## What is a Serviced Office?

Serviced offices are managed office spaces that are fully equipped, fully furnished with Internet and Phone Lines pre-connected so you are able to get to work as soon as you arrive.

Serviced offices are generally more flexible than the conventional office lease which may require furnishing, equipment and additional extras which would otherwise be included. Office space is normally flexible, allowing for additional space to be allocated when required, should the size of an individual business change.

## Our Process

Obtaining an office suite at eos is very easy and hassle free! This usually begins with a viewing of the available suite, followed by a tour of our workplace and facilities where we are more than happy to answer all of your questions.

If the space suits your requirements, the process thereafter is very straightforward. One of our team will be in touch to gather a few details from you so we can prepare your documents, we'll send you over your deposit invoice and start up invoice and arrange a convenient start date for you to move in! We'll discuss your furniture arrangements and assign you a dedicated DDI for your company. From here your office is ready to go!





## Costs & Access

Our office spaces vary in size room by room at eos, as do the individual prices. We are extremely competitive in our pricing and offer great size rooms for your money. Come and have a look at our available office suites and we will happily provide you with a quote!

eos is a 24/7 business centre, open 365 days a year, with a trained and experienced reception team at your disposal Monday – Friday, 9am – 5pm (excluding public holidays). The office building itself is security alarmed and CCTV monitored, all tenants are issued with a set of keys and an alarm fob so they can access the building as and when they please!



## Occupancy & Calls

Virtually anyone can occupy an office with us – eos is a business centre currently home to a variety of businesses such as Solicitors, Architects, First Aid Trainers and other independent businesses!

On moving into eos, we will provide you with a main company number and subsequent DDIs for your staff. All incoming calls will be professionally answered in your company name and transferred to you and your team. If you are unavailable, a message will be taken and emailed to you immediately.

eos guarantee to never miss a call between the hours of 9am – 5pm. Outside of these times, our switchboard will redirect the calls to your individual DDI where your caller will have the option to leave a voicemail. eos believe any incoming call is potential business for your company and this is reflected in our service.



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# VIRTUAL OFFICE

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If you're looking for a virtual office address in Surrey, look no further than eos. With our range of virtual office packages, we enable businesses to register on companies house using our physical business address, and offer a range of optional extras designed to assist you further, as your business grows.

Virtual Offices are fast becoming the most affordable option for both new businesses and those who want to work from home. Our simple Virtual Office packages removes all of the stress from your business; we handle your incoming calls, sort and forward any mail, provide a professional meeting room space along with a range of added benefits, leaving you time to deal with the more important matters!

## Virtual Gold

**£75**<sub>+vat mo</sub>

Prestigious RH2 Address For Website

prestigious RH2 For Companies House

Free Mail Collection & Email Notifications

Mail Forwarding Available

Transparent Monthly Invoicing

Call Answering & Forwarding Options

\*Official & Business Mail\*

## Virtual Silver

**£55**<sub>+vat mo</sub>

Prestigious RH2 Address For Website

Free Mail Collection & Email Notifications

Mail Forwarding Available

Transparent Monthly Invoicing

\*Business Mail Only\*

## Virtual Bronze

**£120**<sub>+vat per annum</sub>

RH2 Address For Company Registration

Free Mail Collection & Email Notifications

Mail Forwarding Available

Invoiced Annually

\*Official Mail Only



## What is a Virtual Office?

A Virtual Office is a service commonly provided by a business centre that enables business owners to work remotely. It allows businesses to create and maintain a presence in a desirable location without the need to pay for physical office space.

Work from home, work from abroad, wherever you wish to work, businesses can still utilize a mailing address, phone answering and messaging services, meeting room and more at a lower cost and with greater flexibility

HOME OFFICE



## Who is best suited to a Virtual Office?

Virtual Offices appeal to a range of cliental. For entrepreneurs who have been building their business from home, a virtual office may serve as that first step towards establishing their business with the aim to move into physical office space at later date.

Alternatively, the virtual office may suit a self-employed individual running their own business, possibly regularly commuting whereby the call answering and messaging service would be extremely beneficial in ensuring they do not miss any calls throughout their busy day. Our virtual offices suit the individual and their personal requirements.

So, if you're looking to give your business a more professional image but do not want any physical office space, the eos virtual office could your perfect solution. We equip you with the flexibility to run your business wherever you wish whilst keeping costs down.

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# MEETING ROOM HIRE

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Located in the heart of Reigate Town, Enterprise Office Solutions provides a range of business services including Conference Facilities.

If you are looking for a modern and professional meeting room in Reigate to host your important clients then look no further than eos! Our meeting room is fully air conditioned with access to complimentary WIFI and USB/HDMI connections to our 40" TV for all your presentation needs. We can accommodate up to 10 people where a catering service can also be provided if required.

Our meeting room is accessible to our in-house tenants, but can also be hired by the hour, half day or full day at extremely competitive rates to outside clients. Enquire now by using our contact form.

Our smart Steelcase meeting table turns our meeting room into a customisable space. Splitting into two, the table allows you to change your room layout as desired.

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# DORKING OFFICES

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If our Reigate offices do not suit your location criteria then we may have another option for you. In the Heart of Dorking you will find our new fully refurbished offices Designed to accommodate varying budgets and company sizes, Dorking offers a Great choice of serviced office space ranging from two person to 8 person suites, perfect for business start-ups or companies looking to relocate. Each serviced office space is a fully furnished suite and includes an reception team to handle your calls and visitors virtually.



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## Enquiries

If you would like to discuss any of our services we would be more than happy to help you can reach us on the below details:

Phone: 01737 237500

Email: [info@enterpriseofficesolutions.co.uk](mailto:info@enterpriseofficesolutions.co.uk)

Website: <https://enterpriseofficesolutions.co.uk/>

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