

W E L C O M E   T O



We offer Premium, Flexible serviced office space, Virtual offices and Meeting rooms located near the heart of Darlaston's Town Centre.

## PROVIDING BUSINESS EXCELLENCE

Old Bank is a business hub that offers you more than just a space to work from, it offers you security, stability and a base in which you and your business can continue to grow and develop.

There are affordable solutions for every size and venture giving you options and flexibility for your business. Owners of SME's, start-up businesses, independent contractors or freelance consultants will understand the importance of maintaining your corporate identity to clients, suppliers and visitors, all whilst keeping overheads to a minimal.

With location being a key factor we are conveniently situated close to Darlaston's bus station with easy access to Junctions 9 and 10 of the M6.

## KEY FEATURES

**Business Directory** - Your company name will be signposted in the Old Bank entrance directory to mark your presence.

**Reception Services** - Our attentive reception staff will welcome your visitors including meet and greet, so they receive the professional and pleasant welcome they deserve.

**Facilities** - Old Bank offers a comfortable office environment in all weathers with air conditioning and central heating. There are also excellent kitchen and toilet facilities on each floor with a communal zone for interaction with TV and WIFI access creating a work free zone.

**Access and Security** - For the ultimate convenience, we provide 24/7 access to all facilities to help you be as productive as possible, complete any additional workloads or meet last minute deadlines. As the former premises of a bank, you can be assured that all equipment and belongings will be secure through our use of 24 hour CCTV and a state of the art monitored access control system.

**Private, super-fast, secure broadband and WIFI** - At Old Bank you benefit from a Super-fast lease line connection, local area network with secure company VLAN, private wireless and wired network (WLAN), managed firewall protection and secure WIFI in communal areas.

## KEY SERVICES

**Business Support Services** - Send us your documents for your meeting, training, event, conference or just day to day administrative support where we offer a fast, reliable, professional and extremely convenient service so it allows business owners to focus on other aspects of business planning. We offer photocopying, printing, laminating, scan to email and binding. Send us your documents for preparation & just collect!

**PA Services** - In business, it's vital to never miss a call. However, many small business owners are very focused on their core activities and don't always have the time and administrative support they need to ensure important calls are attended to. Our PA services ensure call answering in your company name, taking accurate messages and emailing these messages on to you to manage.



## VOIP BASED TELEPHONE SYSTEM

We offer a Cisco technology VOIP based telephone system which will give you a range of options such as the choice of your own geographical telephone number, call forwarding, call queues, call groups, call waiting, smartphone application, music on hold, IVR virtual switchboard, voicemail options, fax to email, porting of existing business phone, number retainer, call bundles.

\*Terms & Conditions apply.



## OFFICE SPACE

Whether you work alone or within a small team, professional office space that accommodates to all your requirements is what you need to create a comfortable, functional environment where you or your team will be highly productive and feel right at home! In contrast to many similar facilities, Old Bank only works with a selected number of businesses, which creates a friendly, warm atmosphere where you can quickly familiarise yourself with our approachable team and fellow businesses based at the centre. With modern, recently refurbished office space we offer all of the facilities required to make Old Bank your long-term office location from under £5 per day. Suitable for those requiring a permanent base, you can make your office space your own, setting up your computers, laptops, printers and other equipment exactly as you want them.

We have offices available with secure robust safes including an office with a large walk in safe for all those confidential documents or priceless valuables!

We offer flexible licence agreements at reasonable rates for office space inclusive of utility bills. (excluding business rates).

## CO-WORKING

Co-working involves sharing an office environment with those not employed by the same business and often involves working independently but alongside people who share the same values. An ideal option for work at home professionals, independent contractors, exponential start-up businesses or people who travel frequently. With co-working, individuals can get away from the distractions of working at home and network with like-minded people, whilst working with all the right office services and facilities around them. These services help them work in a more professional and productive way. If co-working is the right option for you, we offer

a range of flexible and convenient packages of Bronze, Silver and Gold, which include on site access (Mon-Fri), manned reception, free superfast unlimited WIFI, unlimited tea and coffee, reception meet & greet, access to business support services, access to meeting rooms, prestigious mailing address, local/national geographical telephone number. PA service - calls screened & transferred, messages forwarded via email, fax to email service.

\*Terms & conditions apply

## HOT DESK

A Hot desk facility is ideal for self-employed freelancers, small businesses or those working in different regions as it is an office based system where multiple workers can use a single physical work station during different time periods.

This suits office professionals who work different, flexible shifts, those who only require office space for short time periods or those who only work occasionally.

As a Pay As You Go service with no long-term contract or other office overheads our hot desk facility providing you with a desk and chair is a truly cost effective, convenient and flexible option with free fast WIFI. A private, super-fast and secure broadband is also available on request.

\*Terms & Conditions apply.

## VIRTUAL SERVICES

At Old Bank our virtual services enable you to run your business smoothly without physical office space.

These services make it easy to run your business professionally, whilst offering the flexibility and freedom to expand as your business grows.

**Virtual Office** - With a virtual office for your business you can have the use of Old Bank Business Centre as a prestigious mailbox address to receive all your mail. This can be used as your registered office address for all you postal

requirements. Notification will be sent upon arrival of post/packages for you to collect or alternatively you can use our mail forwarding option.

This service helps create the right impression for your business to clients and suppliers. It creates a more professional business image, which is particularly important if you're working from home. This allows you to focus on core business activities, which is essential for any small business owner.

**Virtual Telephone Services** - Our virtual telephone service allows you to choose a national geographical telephone number for your business, i.e. 0121, 01922, 01902, 0203 numbers. Having a landline telephone number provides your business with a professional image and is therefore a better option than advertising and using a mobile number for business use. Calls are routed to your mobile on a 24/7 basis allowing you to access calls immediately wherever you may be.

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### Virtual Services Office Plans

	BRONZE	SILVER	GOLD
Prestigious mailing address, mailbox	✓	✓	✓
Notification sent out upon mail/packages arriving	✓	✓	✓
Mail forwarding upon request*	✓	✓	✓
Access to business support	✓	✓	✓
Local/national geographical telephone number		✓	✓
Call answering service		✓	✓
Access to meeting rooms with free WIFI			✓
Fax to email			✓

\*terms & conditions apply

Serviced Offices ■ Virtual Offices ■ Meeting Rooms ■ Conference Suite ■ Training Facilities

[www.oldbankbusiness.co.uk](http://www.oldbankbusiness.co.uk)



# MEETING ROOMS, TRAINING FACILITIES AND CONFERENCE SUITE

Comfortable, convenient meeting rooms, training facilities and conference suite utilising the latest technology, our impressive facilities are perfect for your next highly productive meeting, training sessions, conferences or events. All our meeting rooms, training facilities & conference suite have the luxury of being equipped with air conditioning.

**Meeting Rooms** - Anyone running a business will realise the importance of effective communication for smooth operations. Whether you need to speak regularly to suppliers, employees, clients or other visitors, a private and professional meeting room is a must for most businesses, freelancers or contractors. If you're working at home or in inadequate offices, access to quality meeting space can be a struggle. At Old Bank we have meeting rooms which can accommodate up to 14 people. We accommodate for a breakfast, brunch or lunch meeting if you're always on the go and need to fit something in either before you start that hectic day, during breaks or lunchtime.

**Training Facilities** - Whether you want to conduct employee inductions, your own company-specific training or compliance, health & safety or first aid training with an external training provider, our training facilities can accomodate up to 20 delegates. Our rooms are fully equipped with the latest state of the art technology for you to get your training session started professionally. Our friendly staff will be on hand to meet and greet your delegates and get them through the registration process before leading them through to the training room. Refreshments along with buffet options from our high quality caterer are also available to suit your requirements. Resources such as flip charts, pens, pads and clip boards are available on request.

**Conference Suite** - Stylish and spacious, our conference suite accommodates for up to 40 delegates and is perfect if you wish to hold a conference or event that is focused on key issues relevant to your specific business, industry sector or even social issues. A conference is a great way of providing renewed focus to an important issue. Access to our superfast WIFI is also available as standard for you and your delegates. Our staff will ensure the smooth running of your conference or event. All delegates will be greeted by our receptionist offering registration support before being taken through to the conference suite where refreshments will be available.

## Contact & Location

Situated in Darlaston close to J9 and J10 of the M6, Old Bank Business Centre offers excellent transport links and close proximity to Walsall, Bilston, Wednesbury, Willenhall and Wolverhampton. It is conveniently located close to Darlaston Town Centre, with easy access to restaurants, cafes, supermarkets, town hall, post office, banks and Gallagher Retail Park.

An ideal new location for your business and an excellent provider of virtual office services, join our friendly business community at:

Old Bank Business Centre  
43-45 Church Street  
Darlaston  
West Midlands  
WS10 8DU  
T: 0121 526 6999  
E: [info@oldbankbusiness.co.uk](mailto:info@oldbankbusiness.co.uk)

Managed by  **Jacob**  
ASSET MANAGEMENT 0121 526 6333

[www.oldbankbusiness.co.uk](http://www.oldbankbusiness.co.uk)



## Transport Links and Facilities:

M6 Junction 9 (Wednesbury) – 1.8 miles

M6 Junction 10 Black Country Route  
(Walsall/Wolverhampton) – 1.9 miles

Darlaston Bus Station – 0.3 miles

Walsall Train Station – 2.9 miles

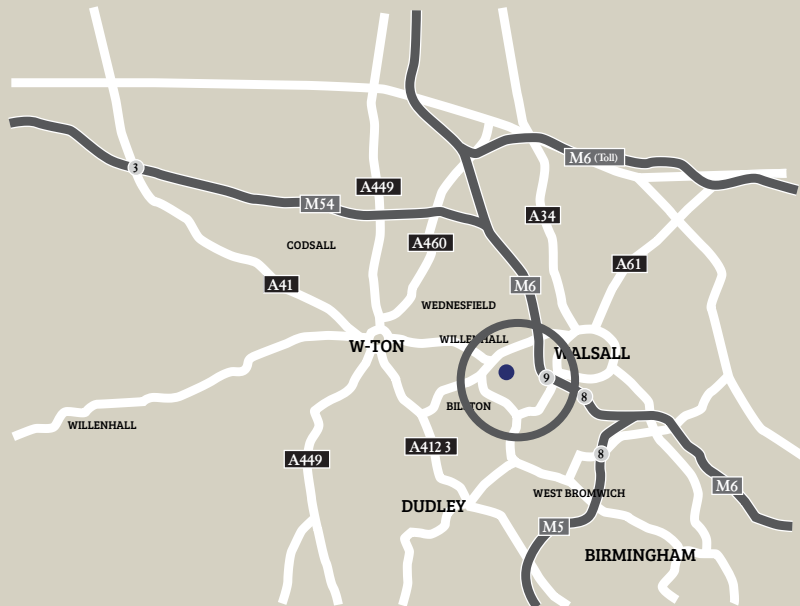
Wednesbury Parkway Tram Station – 1.9 miles

Wednesbury Bus Station – 1.6miles

Gallagher Retail Park – 1.5 miles

Village Hotel – 2.2 miles

Premier Inn – 1.1miles



# OLD BANK

## BUSINESS CENTRE

Serviced Offices ■ Virtual Offices ■ Meeting Space

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