

THE BEST  
OF BOTH  
*WORKS.*

RELAY

*by* FOSBURY & SONS

# FAQ

## FLEXIBILITY

Given the uncertain times many companies put flexibility first when looking for an office.

### *What is the minimum duration of a contract?*

We are **flexible**. And even more since the launch of our **RELAY program**. Private suites have a duration of 1 year but now within the **RELAY Program** we offer the possibility of 6 and 9 months contracts. We also launched a new product called **Day Suites**, private 1 person offices that are available per day or per week. Other memberships start from 1 month up to your desired duration.

### *Can my employees work in the different F&S locations?*

Resident, Atelier and Suite members are **welcome in all F&S locations**, not only in our lobbies but also in our keycard only Resident Zone. Your employees can work **closer to home**, but in a **professional environment** where they also can host meetings, organize conference calls and catch up with colleagues.

## DOWNSIZING / UPSCALING

Since companies do not have a clear view on the future it is important to have options, both for growing and downsizing their office space.

*I need to downsize my office.*

These are hard times or maybe your employees have requested to combine telework with office work 1 or 2 days a week? Both options will make you reconsider your workspace. That's smart.

We offer flexible workspaces depending on your needs. First step is to think about what you really need *to get your workforce going again*. It is important to define your situation. How many employees work from home and how often, how many employees need a fixed workspace. Often we conclude that companies do not need a dedicated desk for all of their employees: some of them work from home, some of them are on the road most of the time, etc. For a company of 10 employees the ideal solution could be a private office for 5 employees combined with 5 Resident memberships, these employees can pick a spot in our open workspaces and are welcome in all our locations. This tailor-made approach can lead to a *financial benefit of approximately 20 to 40%*.

*I expect that the number of employees in my company will grow in the future, can I anticipate this growth within F&S?*

Our Office Advisors are always available to discuss this with you and to **optimize your office**. If the occupancy rate of the location allows it we can move quickly to a bigger office, depending on your needs.

## MID-SIZED HQ + NETWORK OF REGIONAL TEAMS

Working from home is not ideal for everyone, but everybody agrees that working closer to home has a positive impact on productivity, the environment and the work-life balance.

*Can I create a hub at F&S to make sure my employees do not have to travel everyday to the HQ and to offer them alternatives for working from home?*

Yes, it is possible to set up a private Suite for your team in our locations. Depending on how many employees and how many days a week they would like to work from F&S. As from a Resident Membership you employees can work in any F&S location, this allows them to work closer to home in a professional environment.

## PRO BUSINESS

Running an office is serious. We make sure all practical measurements are in place so our clients can focus - carefree - on their businesses.

*We want to make more use of video conferencing. Are the meeting rooms at F&S equipped for this and can we safely use the rooms?*

Yes, our meeting rooms are equipped with video conferencing systems. Moreover we defined a Social Distancing Plan for our meeting rooms to guarantee a safe distance of 1,5 metres between the guests. Meeting rooms will be cleaned after each meeting.

*What safety measures will F&S take after COVID-19?*

To deal with COVID-19 we launched the **RELAY Program**. This means we do what is necessary to make your return to the workspace as safe and comfortable as possible. Every day we monitor the **health and safety measures** taken by the government. We'll make sure you don't have to worry about this so you can focus on running your business. Hand sanitizers and disinfectant soap are provided. You will find signage throughout the spaces to indicate safe distances and the safest route. Thanks to the new version of our app Fons Jr. you will be able to book meeting rooms and/or reserve your desk before coming to the office.

## FINANCIAL

The COVID-19 outbreak has a significant financial impact on many businesses, it's important to manage costs, an optimized office solution plays an important role here.

### *What is included in an F&S membership?*

Our memberships are **all-inclusive**, this means basic services such as energy consumption, services charges, taxes, insurance, front desk service and Internet are included. **Water, tea and coffee** are also included and each location has a **restaurant** on site. As from our Resident Membership you enjoy **premium services** such as fresh fruits, print service, postal service, meeting rooms and much more.

### *So, my office becomes tax deductible?*

Yes, all our memberships are **100% tax deductible**. This reduces your taxable income and thereby reduces the tax liability.

# RELAY

by FOSBURY & SONS

[www.fosburyandsons.com](http://www.fosburyandsons.com)