



INCUBATOR SERVICE MENU 2011

WORKSPACE SERVICES

1	Workstation (incl. Incubator Membership)	2500	per month	Only with Service package
2	Service package	1000	per month	
3	Hot desk	250	per day	
4	Hot desk	1000	per week	
5	Hot desk	2500	per month	
6	Meeting room for external users	200	per hour	

BUSINESS SUPPORT SERVICES

7	Incubator membership	1250	per month	
8	Creative buddy service	850	per day	
9	Virtual office package	1500	per month	
10	Invitation letter for business visa	2000	per person	
11	Temporary residency registration	2000	per registration	
12	Chinese portfolio coordination	5000	starting price	
13	Chinese business cards coordination	1000	starting price	
14	Incubator intake consult	2000	Min. 1 hour	Free for selected participants
15	Business support package MONTH	6000	12 hours	Free for selected participants
16	Business support package YEAR	65000	144 hours	
17	Business matchmaking service	5000	basic fee	
18	Business matchmaking meetings	1500	per meeting	min. 5 meetings
19	Support Plus: Junior Consultant	500	hourly rate	
20	Support Plus: Standard Consultant	1000	hourly rate	
21	Support Plus: Senior Consultant	1500	hourly rate	
22	Support Plus: Executive Consultant	2500	hourly rate	

OFFICE SUPPORT SERVICES

23	Apartment coordination	2500	per apartment	
24	Housekeeping coordination	2000	per apartment	
25	Driver coordination	200	per booking	
26	Printing coordination	2000	per order	
27	Translation coordination	50	per 100 words	
28	Air ticket reservation	200	per booking	
29	Hotel / restaurant reservation	100	per booking	

OFFICE FACILITIES

30	Wifi internet	free		
31	LAN internet	free		
32	Fax local	free		
33	Nespresso coffee	8	per capsule	
34	Print or copy A4 / A3 - Black & White	0,2	per page	
35	Print or copy A4 / A3 - Color	2	per page	
36	Fax international (dep. on region)	1,5-2,5	per minute	
37	Local phone call	0,2	per minute	
38	International phone call (dep. on region)	1,5-2,5	per minute	
39	Digital phone set	100	per month	
40	Pedestal with lock	150	per month	
41	Desk light standard	100	per month	
42	Business logo at entrance	1500	per company	

EVENT SERVICES

43	Venue fee	tbc	per event	
44	Production & decoration	tbc	per event	
45	Printing coordination	tbc	per event	
46	Decoration coordination	tbc	per event	
47	Event invitation coordination	tbc	per event	
48	Event reception staff	tbc	per event	
49	Event hosting staff	tbc	per event	
50	Event air conditioning fee	tbc	per event	
51	Event cleanup fee	tbc	per event	

EVENT CATERING

52	Standard service fee	2000	per event	
53	Package A: Coffee & Tea break	50	per person	
54	Package B: Alcoholic drinks with snacks	100	per person	
55	Package C: Buffet + non alcoholic drinks	150	per person	
56	Package D: Buffet + alcoholic drinks	200	per person	

REMARKS

STANDARD RATES AND SERVICE DESCRIPTIONS PER 1 JUNE 2011.

All prices in RMB excluding local TAX. Fees mentioned can be subject to change. No rights can be derived from this document. Please check with us for the latest information about services and applicable fees.