

PROFESSIONAL OFFICE SPACES

# POWER YOUR POTENTIAL



Level 1, 331 High Street  
**PENRITH**

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BOOK NOW



ABN: 95 918 233 078



# EMBRACING THE FUTURE NOW & BEYOND

In the post COVID environment there is a real dilemma facing business, employees and the self employed:

- Many employees are demanding the right to work from home at least part of the week.
- Many employees are refusing to come back to the office.
- Many employers have started to insist that they do – even if not for the whole working week.
- Other employers are agreeing to a 4 day week at the same wage on the expectation of increased or at least the same level of productivity.
- Many employers are also questioning the cost of having a large CBD office and see considerable bottom-line savings in having a distributed workforce working either from home or in satellite offices.
- Many self employed persons or small business owners see a significant advantage in working in a serviced office environment to protect their privacy at home.
- We are also seeing Government and employee advocates seeking to mandate the right for flexible work rights.

1. How significant are the advantages of working from home (or from a serviced or remote or satellite office) to both the employer and employee?
2. What is the effect on productivity and how does that effect not only the individual business's bottom line but the overall economy?
3. How critical is it to both the individual and the business to have workers interacting with each other in "the office" in whatever form that takes. All parties are starting to appreciate how important it is to have employees meet together on a regular basis.
4. What is the optimal compromise? 2 days in the office or 3 days? 0 days?
5. Should the savings for employees working from or close to home be reflected in their wages or salary.
6. Should the employer be prepared to pass on some of their savings in office costs to the employees?
7. We are already seeing many companies decreeing that time in the office is required and this has certainly caused some people to look for other employment if they do not like the bosses decisions.
8. The level of unemployment from time to time is going to impact on the ability of employees to dictate terms.

## Where to from here?

There is no "one size fits all" solution however one thing is certain - there is no going back to the pre-COVID situation.

It is suggested that it is going to take some time before the right mix is obtained across the board.

At **Penrith Serviced Offices**, we believe we have a number of flexible solutions, as outlined in this booklet, that will assist you and or your organisation in finding the right solution for your particular needs.

**CONTACT US NOW TO START THE JOURNEY.**

*Pricing quoted in this brochure is current as at February 2024. Please check our website for any changes.*





# WESTERN SYDNEY SERVICED OFFICE SPACES

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## ABOUT US

**EXPERIENCE THE BEST OF  
PROFESSIONAL WORK  
ENVIRONMENTS WITH  
PENRITH SERVICED OFFICES  
(PSO).**

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Located in the heart of Western Sydney, we offer a range of permanent office solutions designed to cater to diverse business needs. Our offices provide a perfect blend of modern amenities, flexible arrangements, and a vibrant community of professionals.

At Penrith Serviced Offices, we pride ourselves on providing unparalleled workspace solutions tailored to meet the diverse needs of modern businesses and individuals.

Our strategic location in Penrith CBD offers a prestigious address without compromising on convenience, making it the ideal hub for those seeking a professional and accessible workspace

**WE OFFER PEACEFUL, PROFESSIONAL OFFICE  
SETTINGS WHERE YOU CAN FIND YOUR FOCUS  
AND OPTIMISE SUCCESS.**

**We have 30 private offices of various sizes  
which offer casual or permanent occupancy  
for one or more people:**

- Lightning fast internet
- Reception and administration support
- Permanent and casual parking options\*
- Meeting and board rooms
- Quite & peaceful
- Professional environment
- Flexible arrangements
- Penrith CBD location
- Disabled access
- Business lounge
- Secure printing



Within the space of three decades, Western Sydney has emerged as a major driver of Australia's economic growth. Located on the Nepean River at the foot of the Blue Mountains, Penrith CBD is 20 minutes from the new Western Sydney International Airport and 30 minutes from the Parramatta CBD.



## WHERE WE ARE

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We are situated in the Penrith CBD on Level 1, 331 High Street Penrith (Between the Police Station and Services NSW, with all necessary amenities close at hand:

- Court House
  - Health Professionals
  - Post Office
  - Central Business Hub
  - Railway
- 

## WHY CHOOSE US?

- **Strategic Location:**  
Enjoy a prestigious Penrith CBD address
- **Dedicated Support:**  
Our weekday receptionist ensures your clients are warmly welcomed and efficiently introduced on your behalf
- **Flexibility**  
Tailored solutions for businesses and individuals, promoting a dynamic and adaptive workspace
- **Cost Effective**  
Maximise savings by allowing staff to work closer to home in a thriving economic hub of Western Sydney

***Experience a workspace that goes beyond the ordinary at Penrith Serviced Offices – where professionalism meets innovation. Contact us today to explore the ideal solution for your business needs.***



## START UP PACKAGE

Enquire about our special business start up package which includes a two hour free meeting with a qualified business advisor, plus generous discounts on your initial office hire as you start your business journey.

## COMPLETE BUSINESS SOLUTIONS

As part of the Penrith Serviced Offices family you will have access to Accountants, Tax Agents and Business Advisors who can help you establish or grow your business (costs may apply).

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*Standard operating hours at Penrith Serviced Offices are 8am-5pm, Monday to Friday. Other times by arrangement.*

*24/7 access is available where appropriate for clients who can enter and exit the building after-hours using a security tag.*

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# MEETING ROOMS & CASUAL OFFICES

Our meeting rooms in Penrith provide a professional atmosphere, equipped with modern facilities, ensuring your meetings are both productive and impressive.

- ✓ **FLEXIBLE MEETING SPACES**  
Our rooms are adaptable to suit various meeting types and sizes.
- ✓ **ADVANCED MEETING FACILITIES**  
Equipped with the latest technology for a successful meeting.
- ✓ **PRIME LOCATION**  
Easy accessibility and proximity to local amenities.
- ✓ **PROFESSIONAL ENVIRONMENT**  
Enhance your meeting's professionalism and productivity.
- ✓ **NETWORKING POTENTIAL**  
Leverage our community for broader business opportunities.



***In the dynamic business landscape of Penrith, the demand for flexible, casual office spaces is on the rise. Penrith Serviced Offices offers a solution tailored for businesses seeking agility and efficiency in their operations.***



## WHAT YOU CAN EXPECT

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At Penrith Serviced Offices, we are committed to providing you with the ideal office space in Penrith. Whether you're an established business or a startup, a freelancer, NDIS provider, Counsellor or a professional services firm seeking a flexible workspace, we have the perfect solution for you.



Let our amazing friendly staff look after your every need and provide that people interaction that you can't get working from home.

**Contact us today to find out more about our casual offices and how they can benefit your business.**



# PERMANENT OFFICE SPACES

We understand that every business has unique needs. Our permanent office spaces are tailored to offer the flexibility and support your business requires to flourish.

- **Diverse Office Options:**

Choose from our 30 spacious offices, varying in size to accommodate individual professionals, small teams, or growing enterprises. Whether you need a compact space for focused work or a larger area for a dynamic team, we have options to suit your requirements.

- **State-of-the-Art Facilities:**

All our offices are equipped with high-speed NBN internet (WiFi and cable), ensuring seamless connectivity. Enjoy the convenience of on-site parking (subject to availability), professional reception and administrative support, and comprehensive building security.

- **24/7 Access:**

We understand that business doesn't always fit into a 9-5 schedule. Our permanent office spaces offer 24/7 access, allowing you to work according to your own rhythm and business needs.

## PRICING

Permanent rooms are priced according to the size of the room and other relevant factors, such as if the space has a window or balcony access.

Subject to availability, and excluding GST, pricing ranges from:

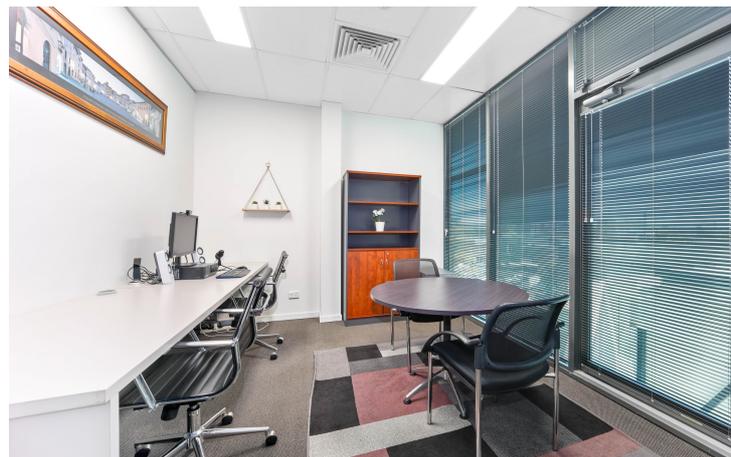
- \$1,100 per month for our smallest room (6 sq meters)
- \$6,450 per month (30 sq meters).

We strongly encourage you to arrange a tour of our offices, so that we can discuss your specific needs. This will enable us to provide an appropriate proposal for you consideration.

***Our offices provide a perfect blend of modern amenities, flexible arrangements, and a vibrant community of professionals.***

Our rooms are designed to cater to a range of events, from small meetings to large conferences. With flexibility and professionalism at the forefront.

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# TRAINING & CONFERENCE ROOMS

Penrith Serviced Offices is your go-to destination for training and conference rooms in Penrith. Whether you're conducting a training session, a business meeting, or a large conference, our facilities provide the perfect blend of professionalism and functionality.

## ADVANCED TECHNOLOGY & FACILITIES

Our large training/conference room can be presented in a number of ways and can hold up to 40 people depending on the configuration.

The room is equipped with high-end technology, including an overhead projector which can be connected to your Laptop, drop down screen, whiteboard and flip chart to support your presentations.

Additionally video conferencing facilities are available with prior arrangements, ensuring a seamless experience for both in-person and remote participants.

## AMPLE PARKING & AMENITIES

We offer convenient parking options and are surrounded by local amenities, including dining and accommodation options. This makes it an ideal venue for both local and out-of-town attendees.

## CATERING

We can provide a variety of different catering options at cost plus a 10% service fee.



## PRICING

### Standard rates

2 hour minimum - \$175 / Full Day rate - \$450

**Special rates on extended periods or ongoing hire.**

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# SATELLITE OFFICE SOLUTIONS

## THE NEW WAY FORWARD WHY WORKPLACE MOBILITY AND THE SATELLITE WORKING OFFICE BETTER SERVE EMPLOYERS AND EMPLOYEES...

### WHAT IS A SATELLITE OFFICE?

A satellite office refers to operating one or more regional or suburban offices while keeping the Head Office in a major CBD location. In turn, businesses can reduce their CBD costs as employees are based near where they live in a decentralised work model.

A satellite office can operate on a co-working basis where each employee runs their own race or small teams can be set up in the Satellite Office with a team leader to keep things under control and provide appropriate structure. On the other hand, members of the small team can still travel to the CBD Head Office when necessary, to maintain interaction with the rest of the staff.

### THE CHALLENGE

The challenge for professional services and firms is to find the best way to balance the advantages and disadvantages of the “new normal”.

A lot of people have discovered that they can work from home now, but that does not necessarily mean that they will want to do so forever. Some people simply cannot work from home. Some people should not be allowed to work from home!

**Contact Penrith Serviced Offices now to discuss a package suited to your particular needs without the need for a long or fixed term commitment.**

### ADVANTAGES FOR EMPLOYERS

- Opportunity to reduce office costs and long-term leases.
- Flexibility in maintaining office space and ensuring a safe workplace.
- Reduced risk of lockdowns due to infections.
- Overall, potentially leading to a happier workforce

### ADVANTAGES FOR EMPLOYEES

- Less travel time, reducing stress, costs, and wasted time.
- Improved interaction with team members in a safe workplace.
- More quality time with family, working close to home but not isolated.





# VIRTUAL OFFICES & COMMUNICATION PACKAGES

**WHETHER YOU REQUIRE A PENRITH CBD BUSINESS ADDRESS OR SOMEONE TO ANSWER YOUR PHONE-CALLS WHEN YOU CANNOT, OUR TEAM IS HERE TO HELP.**

## ✓ BUSINESS ADDRESS ONLY

\$115 per month / Penrith business address  
Mail & courier handling

## ✓ TELEPHONE ANSWERING ONLY

\$225 per month / Allows for up to approx 15 calls per week. This does not include the use of the business address.

## ✓ TELEPHONE & BUSINESS ADDRESS

\$325 per month / Allows for up to approx 30 calls per week. Both packages include the use of our business address, mail & courier handling.

## ADDITIONAL SERVICES

### ✓ PARKING

\$15 per day or  
\$220 per month

### ✓ FAX

\$0.10 inbound  
\$0.50 outbound

### ✓ LAMINATING

A4 \$2.00 page

### ✓ VIDEO CONFERENCES

\$70.00 (set up fee)

### ✓ PHOTOCOPYING/PRINTING

\$0.12c per page (B&W)  
\$0.25c per page (Colour)

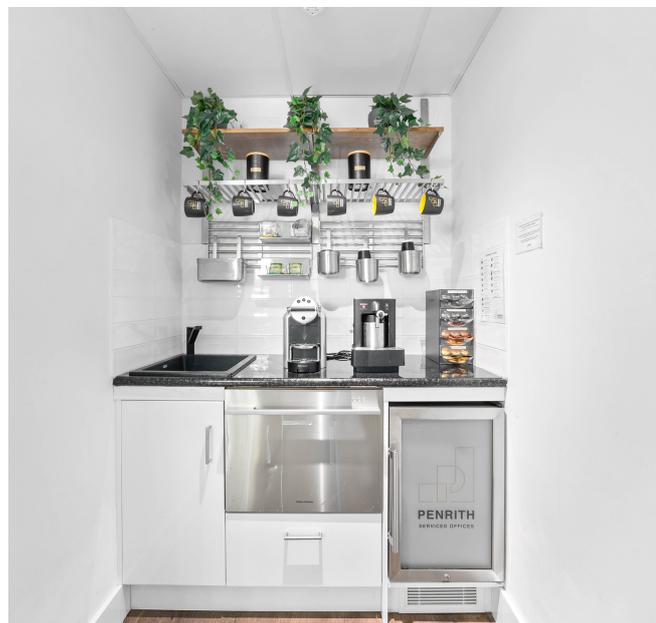
### ✓ ADMINISTRATIVE SERVICES

Scanning, typing, mail distribution etc.  
\$75 per hour

## TELEPHONE ANSWERING

The team at Penrith Serviced Offices will answer the phone in your business name, taking a customised message according to your business needs.

This service gives your business that professional touch and great first impression.



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## Todd - Bar Chipp Australia Pty Ltd

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“ Penrith Serviced Offices is a great place to work, with a variety of friendly and welcoming clients already using the services. The team at PSO are always at hand to assist with issues and aid with the day to day requirements of my business. The good quality coffee that's available throughout the day saves me the effort of having to leave the office.

## Paul - Mannion Lawyers

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“ I just wanted to thank you and your team for a great 2020/21 FY. With the professional assistance and support that I have received from you and your staff, you have made it a lot less stressful and taxing on me. I have appreciated your willingness to be 'extremely' flexible when required and ensure my clients will be well looked after. Thank you all again, and I am looking forward to 2021/22 with you and your team.

## Nicole - Luxfer Gas Cylinders

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“ The staff at Penrith Serviced Offices are extremely professional, friendly and take tremendous pride in their work. The facilities are modern and are of an exceptionally high standard, they cater for all your business needs which means less stress on you. It's a pleasure coming to work everyday to these wonderful people and facilities.

## Donna - MGA Accounting

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“ Penrith Serviced Offices is a wonderful environment to work, with other friendly clients using the services. The team at PSO always go above and beyond to assist with any requirements of our business. The great coffee available throughout the day is an added bonus!

## Jeremy “JM” - Penrith Lawyers

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“ To anyone starting out or just needing some office space I strongly recommend having a look at PSO. They have given me the range of services I needed to start and build my business. I can't thank Graeme and his staff enough.

## Melita Webb

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“ I have been working here at PSO for 1 year and 4 months. From my first day until now I have been provided not only with great service but a great space to work in and I continue to be treated so well here. Anything I've needed along the way, the amazing team at PSO have always gone out of their way to help me. I am grateful to work here, it makes my job easier to do in such a beautiful, professional, clean & welcoming space.

## Joshua Leviste

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“ All-round great service! Highly recommend. The team are amazing and have been able to meet any needs we had with our office suite!

## Sandie Parisi

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“ This office is clean, bright and beautifully presented. But the best offering is the staff, they are so warm and welcoming, nothing is ever too much to ask for even when I make a last minute, on the spot booking! I highly recommend this office space, my clients love it, it's easy to locate and they also have complimentary coffee. What more can you ask for!



# Book Now

## SECURE YOUR OFFICE SPACE

### WHERE TO FIND US

BLUE MOUNTAINS & EMU PLAINS

BLACKTOWN & SYDNEY

