



Communications - IT and Telephony

Sophia House has technology to provide individual telephone lines into office suites, being delivered over structured Category 5 cabling enabling networking throughout the building, linking offices easily if more than one office suite is required. Your clients, when they ring your individual number, will never get an engaged signal. The digital telephone handsets deliver features such as call diversion, direct dialling, speaker facilities and conference calling.

Internet access is via a shared lease line facility piped directly into the building. Clients enjoy the benefits of either a dedicated or shared bandwidth with a Service Level Agreement. Our experienced I.T. department is available to assist with all requirements and can accommodate any of our client's demands.

Refreshments

Our own break-out area is a great place to relax with colleagues and to form new business relationships with other clients. Catering can be arranged for on-site meetings/conferences when using the boardroom and snacks/lunches are also sold in the café area each morning for clients use.

Car Parking

Secure, private parking for the office suites is provided through barriered access. Individual spaces can be let either singly or collectively. The visitor's car parking is monitored by CCTV from the reception area and can therefore be reserved via a request to our reception desk. Further off-site parking is available directly on street. This is presently free of charge. Also a local municipal car park is close by.

www.rombourne.co.uk

MODERN & DYNAMIC



Inclusive Rental

One monthly fee includes rent, power, cleaning, furnishings, property and reception service answering callers in your company name, property management, business rates, security and 24 hour access using up to the minute security measures.

Virtual Office Services

This service is offered to those companies who do not necessarily require an office at Sophia House but who require use of the centre's facilities including telephone answering and message taking, use of a fax line and a business address. This service can be utilised in conjunction with hire of meeting rooms and is a useful tool when setting up a business or when there is a lead time for the occupation of office space. These services are instantly available.

Office Support and Secretarial Services

There is a wide range of the latest office and business technology available on a pay-as-you-use basis, including word processing, photocopying, fax facilities, personal e-mail address and internet access.

Office services are further supported by the highly trained professional staff whose comprehensive secretarial services are available on a time basis ranging from 15 minutes upwards.

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Sophia House – Cardiff

28 Cathedral Road
Cardiff CF11 9LJ
Tel: 029 2066 6565



Merlin House – Newport

Merlin House, No.1 Langstone Business Park,
Priory Drive, Newport NP18 2HJ
Tel: 01 633 415300



130 Aztec – Bristol

130 Aztec West, Park Avenue
Bristol BS32 4UB
Tel: 01454 629600



St Brandon's House – Bristol

29 Great George Street
Bristol BS1 5QT
Tel: 0117 9200 000



Trym Lodge – Bristol

1 Henbury Road, Westbury-on-Trym
Bristol BS9 3HQ
Tel: 0117 3101 200

Rombourne Limited

Rombourne Business Centres provide high quality serviced office accommodation on flexible terms and also 'Virtual' offices and Conferencing venues in Bristol, Cardiff and Newport. With more than 30 years experience in the commercial property industry, Rombourne's impressive and inspirational portfolio includes an array of both contemporary and character properties, the freeholds of which have been acquired by Rombourne.

The management team of Rombourne pride themselves on their knowledge and expertise based on years of industry experience. They are always delighted to discuss specific requirements with potential clients and to showcase the portfolio. For more information, please contact the team on 02920 666 565 or visit the website at www.rombourne.co.uk.



Sophia House,
28 Cathedral Road, Cardiff CF11 9LJ
Tel: 029 2066 6565 Fax: 029 2066 4891
Web: www.rombourne.co.uk Email: info@rombourne.co.uk

SOPHIA HOUSE

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CARDIFF





Location

Rombourne Serviced Offices in Cardiff, are perfectly situated for your business at the prestigious and well known business district of Cathedral Road. The location is central to the city, and lies within a short walk of the Millennium Stadium and Cardiff Central Train Station. It is adjacent to Cardiff Castle grounds, and Sophia Gardens. Sophia House is also close to the growing Welsh Institute for Sport and Glamorgan Cricket Ground. There is good access to the M4 motorway and the airport is some 45 minutes drive.

Specification

Sophia House sets a high standard of style for office space in Cardiff. Care has been taken to design modern interiors, which integrate fully with the original architecture, to create an elegant and modern business environment. With fully serviced office suites, Reception and Boardroom services, the latest communications, a modern breakout area and excellent on-site parking, Sophia House delivers the quality environment for locating your office premises.



Serviced Offices and All Inclusive Rental

Each office is furnished to the highest standard. We offer a selection of offices that range from a single person office up to suites suitable for 50 workstations. Each office is provided with high quality desks, leather chairs, storage units and digital telephone handsets.

One monthly fee includes rental, utilities, daily cleaning, furniture, reception service - including call answering in the client's company name, property management, business rates, security and 24 hour access using modern security measures.



Reception/Telephone Answering

Clients at Sophia House have full use of our Reception facility. Clients are provided with their own telephone and fax numbers on taking occupation and our Receptionists, who are trained to a high standard, can answer calls promptly and professionally in your company name. They are able to take messages at clients request, announce visitors on their behalf and deal with incoming mail.

Boardroom and Meeting Rooms

A 12-person executive boardroom furnished to a high standard is available by the hour or day and provides a stylish environment to those meetings where image is important. Similarly a range of smaller meeting facilities are also available on site. The rooms are available from 7 in the morning for breakfast meetings through till 10 in the evening. Catering services, from coffee and biscuits through to silver service, are also available.

