



ADDRESSING YOUR BUSINESS NEEDS

QUEEN'S GARDENS

RUBISLAW DEN NORTH

GILCOMSTON PARK



For 40 years we have been providing serviced offices, virtual offices, meeting rooms, and more recently, therapy rooms in Aberdeen's West End and City Centre.

As a family business we understand the needs of new and established businesses alike, to be adaptable and resilient, especially in today's climate. The fact we are a local and independent business means we respond quickly to requests and offer a range of solutions to your business accommodation needs.

Within 24 hours (subject to satisfying AML requirements) you could have a highly cost effective and prestigious business address and the benefits of reception services. We cannot accept companies not yet registered with Companies House or without an online presence.

Our Virtual Office service is available at Queen's Gardens and we provide three levels which allow you to flex according to your business needs.

Please click here for the [**VIRTUAL OFFICE APPLICATION FORM**](#)

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	Bronze	Silver	Gold
Business Address			
Registered company address	X	X	X
Registered mailing address	X	X	X
Mail			
Mail collection	X	X	X
Mail forwarding (charges apply)	X	X	X
Call Handling			
Dedicated telephone number		X	X
Call forwarding		X	
Reception answering service with message forwarding			X
Facilities			
Parking while visiting the centre	X	X	X
Access to the business lounge	X	X	X
Access to meeting rooms (chargeable)	X	X	X
Access to an office (chargeable)	X	X	X
Price per month	£40	£55	£75

For key holding (drop off/collection), please add an additional charge of £10 +VAT per month

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The Mackenzie Room: Seats up to 16 people, Victorian features, large 75" TV with ClickShare from £38 + VAT/hour

The Ellis Room: Seats up to 8 people, large 65" TV with HDMI from £32 + VAT/hour

The Wilson Room: Seats up to 8 people, internal room, large 65" TV with HDMI from £27 + VAT/hour

The Counselling Room: Designed with two desks and a relaxed seating area from £20 +VAT/hour

Key Features & Amenities

- Booking options: From 30-minute slots up to full day; discounts—10% off half-day, 20% off full-day
- Professional facilities: Video/AV conferencing, refreshments, catering available on request
- Reception support, high-speed Wi-Fi, free on-site parking for clients and visitors



Enjoy flexible desk space in our open-plan shared office on the ground floor of Queens' Gardens, ideally located beside reception.

On Demand Desk

Desks can be rented by the hour, day, or week, giving you flexible access to a professional workspace that fits your schedule, or you can purchase a credit bundle to book a desk whenever it suits you. Booking is quick and easy through our reception team or through our website. Open to both internal and external clients, with access available during reception hours.

From £4 +VAT per hour.

Dedicated Desk

Secure your own dedicated desk, complete with a lockable pedestal for convenient and secure storage. The desk is exclusively yours and includes 24/7 access, allowing you to work whenever it suits you. Available on a flexible monthly rolling agreement.

From £150 +VAT per month, per desk.

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Initial Set-Up Fee:

- £28 for one Director and £21 for each additional Director
- Director check fees must be paid before application begins*

Expired ID Check: £10 per expired ID

Company Name Change: £14

Mail Handling (there are no charges for collection)

- Forwarding: £10 per forward request plus postage charges
- Open & Scan: £6.25 (admin) + £0.30 per page

Call Handling:

- Gold Package – Call answering & transfer: **Included**
- Silver Package – Call divert: **Included**
- Message taking (Gold): £0.35 per email

Payment Terms:

- Minimum term: 6 months
- Deposit: 1 month
- Rent & deposit must be paid in advance
- Standing order required for rent payments
- Sundry items billed in arrears, payable within 30 days

Additional Notes:

- All prices are **plus VAT**
- Charges reviewed annually each February
- We cannot accept companies not yet registered with Companies House or without an online presence.
- AML checks are required and processed via Amiquis
- Set-up fee is non-refundable if checks fail*



For more information or to arrange a viewing, please contact us:

01224 620067

enquiries@skenebusinesscentres.com



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