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## HOW TO CHOOSE YOUR TEMPORARY OFFICE SPACE

If you need office space, but you don't want to pay for a year or more lease, then you should look into renting temporary office space. For whatever reason you need temporary office space for, maybe your office is being painted, or your looking for a new location, there are many places that will offer you just what you need to get your business started or to keep your business going. If you are looking for an individual office or several individual offices, many dealers offer the flexibility, value and image your looking for your business. You want to look for someone who can provide your business with professionally staffed office if necessary on a full or part time basis. Many companies will have lease terms that will allow you to lease for the week, month or year. Often temporary office space services offer secretarial services, high speed internet access, phone service, furniture if needed, and conference rooms. If you want to create a professional appearance for your business, then take advantage of the many services that can be provided for you.

You want to choose a service that can provide a full office environment and all the things your business needs to be successful, even if you only need temporary office space for a few months. Here are some things you should look for.

- Suitable and prominent locations
- Flexible lease terms
- Personalized telephone answering services with voicemail
- Information about the local businesses
- Mail receipt and distribution
- On site administrative or secretarial support if needed
- A fully equipped kitchen if needed

Look for services that can offer various configurations to suit your needs that will not acquire any of the costly setup fees involved in traditional office space for rent. Choose from a single-person office, a large executive office, a team office or an open floor plan that can be fully furnished and equipped if you choose. You want a temporary office space service to support all of your business needs. In order to make your business a success, is location, location, location. There is no sense in leasing temporary office space to run a printing and copy business in an area surrounded by other printing and copy businesses. Too much competition will sink start up businesses before one even gets the door open. Instead you need to find your temporary office space in an area that has a need for the type of business you have. If one can't seem to be found right away, it may be worth your while to wait a couple weeks and then go hunting again. In most large cities and even not so large cities, seem to have builders and contractors building new sites of office spaces all the time. Timing is also a very important factor when searching for good temporary offices space. You don't want to open a new business during the slowest time of the year and expect things to take off.

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