

SERVICES FEE SCHEDULE.

1. Access Cards, Keys and Additional Users.

SERVICE / CHARGE	UNIT	RATE	NOTES
Additional User Fee – London	Per additional authorised user, per month	£30	Applies where Orega approves additional users above the agreed workstation/user allowance.
Additional User Fee – Regional	Per additional authorised user, per month	£20	Applies where Orega approves additional users above the agreed workstation/user allowance.
Extra access card	1 card	£45	Applies to additional building access cards, suite access cards or combined building/suite cards.
Replacement lost or stolen access card	1 card	£20	Applies to any lost or stolen access card, whether building access, suite access or combined card.
Extra physical office / suite key	1 key	£15	Where physical keys are used.
Replacement physical office / suite key	1 key	£10	Lost or replacement physical key.
Replacement pedestal key	1 key	£25	
Replacement cabinet key	1 key	£30	
Lock, cylinder or access-control changes following loss	As required	Cost recovery	Charged where a lost key/card requires additional security work.
Non-standard access configuration	As required	POA / cost recovery	Applies where non-standard programming, access groups, additional readers or special arrangements are required.

Access cards may provide building access, suite access or both, depending on the building setup. Where one physical card provides both building and suite access, it is treated as one card for charging purposes.

Access cards and keys are issued to named individuals only. They must not be shared, copied or passed to another person.

Lost or stolen cards and keys must be reported to Orega immediately so that access can be cancelled and replacement arrangements made.

These are Orega's published rates as of 1st August 2026

> All prices exclude VAT unless stated otherwise.

> Charges may vary by centre, service availability, contract terms or agreed commercial terms.

> Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

2. Set-Up, Move-In and Agreement Charges.

SERVICE / CHARGE	UNIT	RATE	NOTES
Set-Up Fee	Per workstation	£50 per workstation	Charged on move-in. Covers standard account creation, move-in administration, AML checks, connectivity configuration and access card setup, where applicable.
AML screening / compliance setup	As required	Included	Included in Set-Up Fee unless otherwise agreed.
Account creation / operational move-in setup	As required	Included	Included in Set-Up Fee unless otherwise agreed.
Move-in coordination	As required	Included / POA	Standard move-ins are normally included. Complex, contractor-heavy or out-of-hours moves may be chargeable.
Move-out coordination	As required	Included / POA	Chargeable where abnormal requirements arise.
Deposit	On agreement	Two months' Standard Service Fee	Held as security. Not available for set-off against final invoices.
Increased deposit / balancing payment	Where required	As required	May be required under the agreement in certain circumstances.

These are Orega's published rates as of 1st August 2026

> All prices exclude VAT unless stated otherwise.

> Charges may vary by centre, service availability, contract terms or agreed commercial terms.

> Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

3. End of Agreement Charges.

SERVICE / CHARGE	UNIT	RATE	NOTES
Restoration Fee	Per workstation, at end of agreement	£100 per workstation, minimum £300 per office	Covers returning the office to a clean and lettable condition, including routine cleaning, redecoration and minor works.
Reinstatement Fee	Where alterations, adaptations or non-standard works have been undertaken	Variable	Based on the extent of the initial works and the reasonable cost of reinstatement.
Repairs beyond normal wear and tear	As required	Cost recovery	May be deducted from deposit.
Damage to office, premises, furniture, fittings or equipment	As required	Cost recovery	Client is liable for damage caused by users, visitors or contractors.
Abandoned goods disposal	As required	Cost recovery	Goods left after the agreement ends may be treated as abandoned. Disposal / sale costs may be deducted or charged.
Failure to remove goods by agreement end	As required	Cost recovery	Applies where continued occupation, access or retained goods create cost or liability.
Business Continuity – VO Business Address	Per month, minimum 3 months	£59–£99 per month	Mail Handling, registered address, Rate varies by location band (see VO pricing).
Business Continuity – VO Pro	Per month, minimum 3 months	£79–£119 per month	Mail, Registered Address, Telephone Handling – Rate varies by location band (see VO pricing).

These are Orega's published rates as of 1st August 2026

> All prices exclude VAT unless stated otherwise.

> Charges may vary by centre, service availability, contract terms or agreed commercial terms.

> Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

4. Connectivity, IT and Telecoms.

SERVICE / CHARGE	UNIT	RATE	NOTES
Connectivity Services	As agreed	£9 per square foot (psf)	Contract Service. May be included, contracted or additional depending on agreement.
Dedicated internet / advanced network options	As agreed	POA / agreed rate	
IT support	Full day	From £750	Minimum full day required.
CAT 6 cable	2m	£5.00	
Additional cabling / IT installation	As agreed	POA	Requires Orega approval.
Unauthorised cabling, IT or telecoms works	As required	Cost recovery	Client pays cost of removal or remediation.
Unauthorised Wi-Fi equipment remediation	As required	Cost recovery	Applies where unauthorised Wi-Fi equipment is installed or operated.
Orega Business Connectivity	Per sq ft / year	£9 per square foot (psf)	Private company VLAN, Oregamanged firewall, switching, office ports, secure WiFi, monitoring and standard shared bandwidth: up to 100 Mbps for suites up to 600 sq ft and up to 250 Mbps for larger suites. Contract Service.
Dedicated bandwidth upgrade	Per month	50 Mbps £50 100 Mbps £75 250 Mbps £150 500 Mbps £300 1 Gbps POA (guide £500)	Reserved capacity within Orega centre circuits, added to Managed Connectivity. 500 Mbps and 1 Gbps are subject to site capacity. This is not a separate physical carrier line.
Customer Firewall configuration	Onetime	£350	Customer controls firewall, security policies, VPNs and routing; Orega provides switching, office ports and WiFi. Dedicated bandwidth required.
Wires Only configuration	Onetime	£500	Customer provides firewall, switches and DHCP; Orega provides a dedicated WAN handoff.

These are Orega's published rates as of 1st August 2026

> All prices exclude VAT unless stated otherwise.

> Charges may vary by centre, service availability, contract terms or agreed commercial terms.

> Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

4. Connectivity, IT and Telecoms.

SERVICE / CHARGE	UNIT	RATE	NOTES
Postmove network change	Onetime	£100	Applies to bandwidth or network configuration changes requested after service activation.
Public IPv4 address	Per month	£12	Where required and available.
Rack space	Per month	1U £50 2U £90 4U £160	Subject to availability, equipment approval and site suitability. Ancillary connectivity service only; see Connectivity Service Description.
IT support	Full day	From £750	Minimum full day required.
CAT 6 cable / additional IT installation	2m / as agreed	£5.00 / POA	Additional cabling or installation requires Orega approval.
Unauthorised cabling or WiFi remediation	As required	Cost recovery	Client pays the cost of removal, remediation or restoration.

These are Orega's published rates as of 1st August 2026

> All prices exclude VAT unless stated otherwise.

> Charges may vary by centre, service availability, contract terms or agreed commercial terms.

> Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

5. Additional Furniture.

SERVICE / CHARGE	UNIT	RATE	NOTES
Desk	1	£25 per month	Subject to availability.
Pedestal	1	£18 per month	Subject to availability.
Filing cabinet/locker	1	£25 per month	Subject to availability.
Desk chair	1	£30 per month	Subject to availability.
Small meeting table	1	£25 per month	Subject to availability.
Additional soft furnishing/booths	As agreed	POA	Through our partner Fluid - see Fluid price list.
Damage to furniture beyond normal wear and tear	As required	Repair / replacement cost	Chargeable to client.

These are Orega's published rates as of 1st August 2026

> All prices exclude VAT unless stated otherwise.

> Charges may vary by centre, service availability, contract terms or agreed commercial terms.

> Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

6. Personalisation, Alterations and Office Changes.

SERVICE / CHARGE	UNIT	RATE	NOTES
Whiteboard	As agreed	POA	Requires approval before installation.
Flip chart	As agreed	POA	
Office signage	As agreed	POA	
Logo print on wall	As agreed	POA	
Accent wall	As agreed	POA	
Non-standard works or alterations	As agreed	POA / agreed cost	Requires Orega approval and may require landlord consent.
Reinstatement of alterations or non-standard works	End of agreement	Reasonable cost	See Reinstatement Fee.
Unauthorised alterations or additions	As required	Removal / reinstatement cost	Client liable for removal and making good.

These are Orega's published rates as of 1st August 2026

> All prices exclude VAT unless stated otherwise.

> Charges may vary by centre, service availability, contract terms or agreed commercial terms.

> Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

7. Handyman, Business Support and Recovery Costs.

SERVICE / CHARGE	UNIT	RATE	NOTES
Handyman	min 60 mins	£85	London
Handyman	min 60 mins	£65	Outside London
General business support / additional services	As used	£30/hour	Additional Services charged at prevailing published or agreed rate.
Specialist cleaning / pest control / security costs	As required	Cost plus administration charge	Applies where caused by client.

These are Orega's published rates as of 1st August 2026

- > All prices exclude VAT unless stated otherwise.
- > Charges may vary by centre, service availability, contract terms or agreed commercial terms.
- > Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

8. Confidential Waste, Waste and Recycling.

SERVICE / CHARGE	UNIT	RATE	NOTES
Confidential waste bags	1 bag	POA	
Confidential waste bag collection	1 collection	POA	
Bulk waste disposal	As required	POA / cost recovery	Needs pre-approval.
Specialist waste disposal	As required	Cost plus administration charge	Includes bulky items or regulated waste.
Hazardous waste disposal	As required	POA / cost recovery	Must not be disposed of through normal waste streams.
Contractor waste disposal	As required	Contractor responsibility / cost recovery	Contractors are generally responsible for removing their own waste.

These are Orega's published rates as of 1st August 2026

> All prices exclude VAT unless stated otherwise.

> Charges may vary by centre, service availability, contract terms or agreed commercial terms.

> Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

9. Car Parking.

SERVICE / CHARGE	UNIT	RATE	NOTES
Additional car parking	1 space	On request	Subject to availability and location.
Car parking where available	As agreed	Contracted / prevailing rate	Contract Service where agreed.

These are Orega's published rates as of 1st August 2026

- > All prices exclude VAT unless stated otherwise.
- > Charges may vary by centre, service availability, contract terms or agreed commercial terms.
- > Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

10. Meeting Rooms, Focus Rooms and Booths.

SERVICE / CHARGE	UNIT	RATE	NOTES
Orega Meeting Rooms			Refer to Orega Meeting Room brochure.
Focus rooms	Per booking	Included / no charge unless otherwise advised	
Phone booths	Per booking	£0 / included	
Meeting room cancellation – less than 48 hours' notice	Per booking	50% of booking charge	Applies where cancellation is less than 48 hours.
Meeting room cancellation – same day	Per booking	100% of booking charge	Applies where cancelled on the day.
Catering / refreshments	Per order	As published / POA	Ask reception team for catering menu.
Room layout changes or event support	As required	POA / support charge	Chargeable if significant or outside normal support scope.

These are Orega's published rates as of 1st August 2026

> All prices exclude VAT unless stated otherwise.

> Charges may vary by centre, service availability, contract terms or agreed commercial terms.

> Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

11. Printing, Copying and Document Services.

SERVICE / CHARGE	UNIT	RATE	NOTES
Photocopying or printing – black and white A4	Per page	£0.10	Where printed by Orega team.
Photocopying or printing – colour A4	Per page	£0.30	Where printed by Orega team.
Scanning – available at all Orega locations. Documents can be scanned by our team, or self-service scanning available at selected centres.	Per page	£0.50	Self printed where facilities allow.
Printing / Copying – B&W	Per page	£0.05	Self printed where facilities allow.
Printing / Copying – Colour	Per page	£0.25	Self printed where facilities show.

These are Orega's published rates as of 1st August 2026

> All prices exclude VAT unless stated otherwise.

> Charges may vary by centre, service availability, contract terms or agreed commercial terms.

> Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

12. Post, Mail, Courier and Legacy Fax Services.

SERVICE / CHARGE	UNIT	RATE	NOTES
Franking of post	Per item / batch	20% handling charge	Postal costs charged in addition.
Courier booking	Per booking	Courier cost plus handling where applicable	Cost depends on provider, size, destination and urgency – your team will quote you.

These are Orega's published rates as of 1st August 2026

- > All prices exclude VAT unless stated otherwise.
- > Charges may vary by centre, service availability, contract terms or agreed commercial terms.
- > Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

13. Billing, Payment and Default Charges.

SERVICE / CHARGE	UNIT	RATE	NOTES
Standard Service Fee	Monthly	As agreement	Payable in advance.
Contract Service Fee	Monthly / as agreed	As agreement or prevailing rate	Includes Connectivity Services and car parking where applicable.
Additional Service Fee	As used	Prevailing published or agreed rate	Payable in arrears.
Late payment interest	Overdue sums	4% above Bank of England base rate	Applies before and after court proceedings.
Non-payment / withheld services	Where applicable	N/A	Orega may withhold services, including access, until outstanding sums are paid.
VAT	All fees	At prevailing VAT rate	All listed fees are exclusive of VAT.
No set-off	All fees	N/A	Fees cannot be deducted or set off against deposit or other sums.
Bounce Direct Debit Fees	Where applicable	£25 per bounced transaction	

These are Orega's published rates as of 1st August 2026

> All prices exclude VAT unless stated otherwise.

> Charges may vary by centre, service availability, contract terms or agreed commercial terms.

> Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.

SERVICES FEE SCHEDULE.

14. Compliance, Conduct and Cost Recovery.

SERVICE / CHARGE	UNIT	RATE	NOTES
Costs caused by breach of House Rules	As required	Cost recovery	Includes damage, nuisance, abnormal cleaning, security or operational costs.
Costs caused by visitor or contractor conduct	As required	Cost recovery	Client is responsible for Users, Visitors and invited contractors.
Insurance premium increase caused by client use	As required	Cost recovery	Applies where client action increases insurance premiums.
Works required due to unlawful or unauthorised use	As required	Cost recovery	Includes making good, removal, legal or compliance costs.
Service suspension due to misuse / security risk	Where applicable	N/A	Particularly relevant to Connectivity Services and access.

These are Orega's published rates as of 1st August 2026

- > All prices exclude VAT unless stated otherwise.
- > Charges may vary by centre, service availability, contract terms or agreed commercial terms.
- > Where a charge is marked POA, Variable, Cost Recovery or Prevailing Rate, the final amount should be confirmed before the service is provided or charged.