SBN HUB

VICTORIA ISLAND · LAGOS



SMART BUSINESS NETWORK HUB LTD

Your Premium Corporate Address in *Victoria Island*

Establish your business presence in Victoria Island, Lagos, and join a network of business owners and professionals.

i	**The Smart Virtual Office**	*ii*	**The Smart Satellite Office**	*iii*	**The Smart Business Office**
	₦500,000 per annum		₦1,200,000 per annum		₦3,000,000 per annum

www.sbnhub.ng · 0705 163 3010 · info@sbnhub.ng

SMART BUSINESS NETWORK HUB LTD

The Smart Virtual Office

₦500,000

per annum

Establish your business presence in Victoria Island, Lagos, and join a network of business owners and professionals. SBN Hub combines a professional business address with practical support, business connections and an annual legal health check.

YOUR SUBSCRIPTION INCLUDES

01 **Victoria Island Business Address** for your business correspondence and permitted business use.

02 **Mail Management** with mail receipt, arrival notifications and collection arrangements.

03 **Client Service Support** for assistance with your address service and bookings.

04 **Complimentary Conference Room Use** by advance booking, subject to availability and the package's booking terms.

05 **Wi-Fi Access** during your booked conference room sessions.

06 **Annual Business Legal Health Check** comprising a structured questionnaire, a 30-minute consultation and a brief written action list identifying gaps and priorities.

07 **Smart Business Network Hub Membership** including a member directory listing, a monthly business opportunities bulletin, business referrals, and invitations to quarterly business roundtables and selected sessions with specialists.

Additional administrative services and legal work arising from the health check are separately scoped and quoted.

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SMART BUSINESS NETWORK HUB LTD

The Smart Satellite Office

₦1,200,000
per annum

Your Victoria Island office, one assigned day every month.

Maintain a regular business presence in Victoria Island, Lagos, with a furnished executive office reserved exclusively for your use on one agreed day each month. This package suits professionals, visiting business owners and businesses that need a periodic base for client meetings and administrative work.

YOUR SUBSCRIPTION INCLUDES

01 **Monthly Executive Office Use** for 12 full days annually, with one assigned day each month agreed at the start of your subscription.

02 **Victoria Island Business Address** for your business correspondence and permitted business use.

03 **Mail Management** with mail receipt, arrival notifications and collection arrangements.

04 **Client Service Support** for assistance with your address service, office use and bookings.

05 **Client Reception and Office Preparation** to welcome expected visitors and prepare your office before arrival.

06 **Complimentary Conference Room Use** by advance booking, subject to availability and the package's booking terms.

07 **Wi-Fi Access** during your assigned office day.

08 **Annual Business Legal Health Check** comprising a structured questionnaire, a 30-minute consultation and a brief written action list identifying gaps and priorities.

09 **Smart Business Network Hub Membership** including a member directory listing, a monthly business opportunities bulletin, business referrals, and invitations to quarterly business roundtables and selected sessions with specialists.

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SBN HUB

The Smart Business Office

₦3,000,000
per annum

Your Victoria Island office, one assigned day every week.

Maintain a regular business presence in Victoria Island, Lagos, with a furnished executive office available to you once a week on an assigned day. This package suits professionals and businesses based elsewhere who need a dependable location to work, meet clients and conduct business.



SMART BUSINESS NETWORK HUB LTD

YOUR SUBSCRIPTION INCLUDES

01 **Weekly Executive Office Use** on an assigned weekday agreed at the start of your subscription.

02 **Victoria Island Business Address** for your business correspondence and permitted business use.

03 **Mail Management** with mail receipt, arrival notifications and collection arrangements.

04 **Client Service Support** for assistance with your address service, office use and bookings.

05 **Client Reception and Office Preparation** to welcome expected visitors and prepare your office before arrival.

06 **Secure Document Storage** in an allocated lockable drawer or small cabinet, subject to availability.

07 **Complimentary Conference Room Use** by advance booking, subject to availability and the package's booking terms.

08 **One Complimentary Training Room Booking per Year** subject to availability and advance booking.

09 **Wi-Fi Access** during your assigned office day and booked room sessions.

10 **Annual Business Legal Health Check** comprising a structured questionnaire, a 30-minute consultation and a brief written action list identifying gaps and priorities.

11 **Annual Member Business Spotlight** introducing your business through the Hub's newsletter or social media channels.

12 **Smart Business Network Hub Membership** including a member directory listing, a monthly business opportunities bulletin, business referrals, and invitations to quarterly business roundtables and selected sessions with specialists.

Additional office days and legal work arising from the Business Legal Health Check are separately scoped and quoted.

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SMART BUSINESS NETWORK HUB LTD

Additional *Business Support Services*

Members of all three packages may request the following services at separately quoted rates.

01 **Printing, Scanning and Photocopying**
Documents required during office visits or meetings.

02 **Mail Scanning and Forwarding**
Scanning correspondence on instruction and arranging delivery to the member's preferred address.

03 **Courier and Dispatch Coordination**
Arranging document and parcel collections and deliveries.

04 **Document Preparation**
Typing, formatting, binding and preparing presentations from material supplied by the client.

05 **Administrative Assistance**
Appointment scheduling, meeting invitations, attendance lists and document organisation.

06 **Meeting and Event Support**
Registration assistance, refreshments coordination and preparation of meeting materials.

07 **Business Profile Development**
Preparing company profiles, capability statements and business presentations.

08 **Professional Services Coordination**
Connecting members with legal, accounting, tax, branding and other specialists, with fees agreed separately.

Additional office days and legal work arising from the Business Legal Health Check are separately scoped and quoted.

CONTACT SBN HUB

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