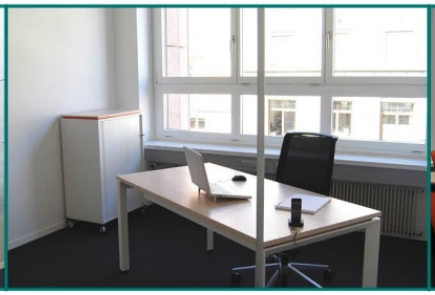
Junika GmbH
Zentrum für Business Support und Weiterbildung



Seminar & meeting rooms

Our seminar and meeting rooms are all equipped with moveable ergonomic tables and seating and are adaptable to your needs, enabling you and your clients to focus on the subject at hand without distractions. Each room has its own telephone and Internet connections and access to our print scan and color copy center, this makes them ideal for short-term work. Teleconferencing is also possible with our excellent infrastructure and equipment for seminars and workshops such as video projectors and flipcharts are available on request. Drinking water is always free of charge and additional refreshments are available at a price. A secure mobile caddy for your personal documents and office materials can be rented separately. General office services, extra archive space and temporary parking within the building is available on request.

(all prices are shown in CHF, excl. VAT)

Meeting rooms and seminar room	Meeting room (max. 8 Pers.)	Seminar room (max. 16 Pers.)
Per day (5 - 8 hours)	400.00	600.00
Per half day (3 - 4 hours)	200.00	300.00
Per hour	70.00	100.00

(35% reduction for internal companies)

- Price includes free internet access (WLAN, LAN).
- Drinking water is included, other drinks, snacks and refreshments are available on request.
- Flip-chart, teleconference equipment (excl. call charges) and data projector are included in the price, other office material, stationary and equipment are available on request.
- Print and copies on request.

Administrative services

Telephone service

Monday to Thursday	8:15 - 12:00 / 13:00 – 17:30
Friday	8:15 - 12:00 / 13:00 – 17:00

Message forwarding via e-mail:	
Up to 10 messages / month	included
> 10 messages /month	2.00 / per message

Available languages: German and English

Post & parcel service

letters: forwarding via post *(excl. postage)*	per sending	1.00
letters: opening and forwarding via fax	per 5 pages	2.00
	every extra page	0.20
Letters: opening – scanning and forwarding	per 5 pages	3.00
via E-mail	every extra page	0.20
Parcel forwarding via Post *(excl. postage)*	per sending	5.00
Letters/Parcels forwarding via courier (*excl. delivery fee)*	per sending	10.00

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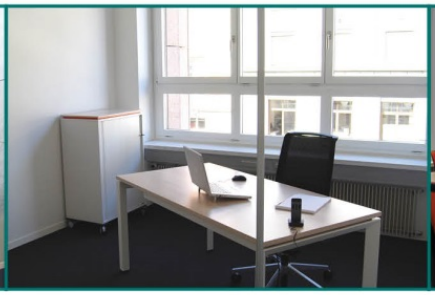

Secretary Service		per hour
General secretarial services: Writing documents, copying, organising folders etc.		90.00
Reservations: Flights, rail, concerts, restaurants etc.		

Diverse Services

Equipment			
Conference telephone (excl. call charges)		per use	included
Data projector		per use	included
Stationary			
Paper, note pads, pens, markers, folders, plastic covers etc.			on request
Office Furniture			
Mobile caddy		per month	45.00
Archive Cabinet *(in archive room)*			
Secure cabinet space: 80 cm wide, 3 shelves with key.		per month	20.00
Secure cabinet space: 80 cm wide, 5 shelves with key.		per month	30.00
Drinks and snacks			
Coffee, Tea	external clients	served	4.00
	internal clients	self-service	2.50
Soft drinks		0.30 l	3.00
Fruit juices		25 l	3.00
Sandwich, Snacks etc.			on request

Sparkling and still drinking water is inclusive.

Parking spaces		
In house	up to 3 hrs. per hour	2.50
	half day (3 - 5 hours)	10.00
	whole day (> 5 hours)	20.00
Blue Zone parking in the area	max. duration 2 hours	5.00

For further information on office services and offers please visit www.junika.ch