

# Small Business News & Notes

## Selecting The Right Office Space Now Easier For Small Businesses

(NAPSA)—Renting office space, especially for the first time, represents a major milestone for most small businesses. Now, thanks to a Web site, Offices2share.com, it may be easier for a small or start-up business to find the right office space for its needs.

Experts suggest that once a small business starts to hire employees, it's also time to start looking for office space.

Many agree that a flexible lease is the most important thing to look for when taking that step. In fact, some believe a small business renting its first space should never consider an initial lease term of more than 12 months, no matter how enticing the landlord tries to make a longer-term deal.

A longer lease term could become a problem for your business and for you whether the business is successful or not.

For example, if your business doesn't succeed, you may be obligated to continue paying rent for the entire remaining term of the lease. Obviously, the longer the lease term, the longer the ongoing personal financial obligation based on a business that no longer exists.

If, on the other hand, the business is successful and experiences rapid growth, it can also have a problem if locked into a long-term lease. That long-term lease on overcrowded space may restrict the company's ability to attract and hire new employees.



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For many, the answer is short-term, ready-to-use office space—typically, an executive suite or a shared or sublet office space.

A Web site called Offices2share.com lists information on thousands of these type of spaces.

Businesses looking for space can find ready-to-use offices with short-term/flexible leases. These types of spaces are ideal for start-ups and entrepreneurs as well as established companies needing short-term space to test new markets or other short-term project needs.

An executive suite is a professionally managed provider of shared office space, meeting rooms and business/administrative services.

Often, the managers of such

space rent an entire floor or two in a well-located office building and subdivide that space into a large number of offices for rental to individual businesses.

These individual offices range in size from about 100 square feet (suitable for one person) to several hundred square feet (suitable for up to five people or more). In most cases, these offices are furnished, carpeted and pre-wired for telephones and high-speed Internet access.

Additionally, tenants will have access to conference rooms, office equipment and services such as a receptionist, telephone answering, videoconferencing and secretarial/administrative services.

There are no up-front construction or renovation costs and, most importantly, there is usually flexibility in the length of the lease term. These offices are typically rented for six to 12 months at a time and many executive suites will rent for a lease term as short as three months or even on a month-to-month basis.

For those businesses that aren't quite ready to rent an actual office space, most executive suites can offer a "virtual office" package which consists of a prestigious mailing address along with such options as telephone answering and the occasional use of a conference room or office.

To learn more, visit the Web site at [www.offices2share.com](http://www.offices2share.com).