

FREQUENTLY ASKED QUESTIONS

I. WHAT ARE WORKAMP MEMBERSHIP OPTIONS?

WorkAmp provides the following membership options:

1. **Open Area Membership:** This membership allows members access to the open areas and cafeteria between 9am and 7pm from Monday to Saturday. The charges for this membership is Rs. 7,000/- per month. This membership fee includes 100 free prints per month, 1.5 hours free access to WorkAmp's conference room facilities, unlimited internet, unlimited scanning, unlimited tea and coffee.
2. **Dedicated Desk Area:** This membership allows one member access to a dedicated desk in the WorkAmp premises 24 hours a day and 7 days of the week. The charges for this membership is Rs. 9,500/- per month. This membership fee includes 200 free prints per month, 2 hours free access to WorkAmp's conference room facilities, unlimited internet, unlimited scanning, unlimited tea and coffee.
3. **Dedicated Cabin Area:** This membership allows members access to the open areas and cafeteria between 9am till 7pm from Monday to Saturday. The charges for this membership is Rs. 11,000/- per month. This membership fee includes 200 free prints per month, 2 hours free access to WorkAmp's conference room facilities, unlimited internet, unlimited scanning, unlimited tea and coffee.
4. **Weekends and Nights:** This membership allows members access to the open areas and cafeteria between 8pm and 8am on weeknights and all day access on weekends. The charges for this membership is Rs. 4,500/- per month. This membership fee includes 100 free prints per month, 1.5 hours free access to WorkAmp's conference room facilities, unlimited internet, unlimited scanning, unlimited tea and coffee.
5. **Business Address:** This membership allows you to use WorkAmp's premises as your business correspondence address. It also entitles you to a free 1 day access to our premises between 9am and 7pm. The charges for this membership is Rs. 3,500/- per month. This membership fee includes 100 free prints per month, 2 hours free access to WorkAmp's conference room facilities, unlimited internet, unlimited scanning, unlimited tea and coffee.
6. **Extra Member Fee:** Your office space has a limited capacity. The number of additional Members allowed in a cabin is variable. If the number of Members or other individuals regularly using your office space exceeds the number allocated on your Membership Details Form, you will be required to pay an additional fee of Rs. 11,000/- per additional Member per month, provided you inform WorkAmp in advance about these additional members. However, if WorkAmp is not informed, you will need to pay an additional 15% of the extra member fee to WorkAmp as fine. We do, however, reserve the right to limit the number of Members allowed at any point.

II. WHAT IS THE MINIMUM TERM OF MEMBERSHIP AVAILABLE AT WORKAMP?

You can avail of WorkAmp's membership for as little as 1 month.

III. WHAT DOES AN OFFICE SPACE AT WORKAMP INCLUDE?

1. Furniture

Your WorkAmp office includes desks, chairs, electrical fixtures and lockable filing cabinets. You're also welcome to bring in additional furniture. Inform our WorkAmp staff for any changes in furniture to the cabin spaces.

2. Super-Fast, Reliable Internet

WorkAmp premises have hard-wired (Ethernet) connections in cabins and dedicated desk areas as well as access to Wi-Fi in the open areas and cafeteria.

3. Unlimited Tea, Coffee And Infused water

WorkAmp premises offer unlimited tea, coffee and water to Members and their guests.

4. Printing/Copying/Scanning

WorkAmp has provided a multi-function copier/scanner/printer in the reception area. WorkAmp provides unlimited scanning at no extra cost to its members. WorkAmp provides a fixed number of prints free of charge based on the nature of your membership. Extra prints are chargeable at Re. 1 for black and white prints and Rs. 2 for color prints.

5. Amenities And Extras

WorkAmp provides table tennis tables, carrom boards, zen zone areas, etc as a part of the open areas and recreation room.

6. Unique, Exciting Events

WorkAmp is a community of industry leaders and innovative entrepreneurs. Meet and connect with like-minded people and companies at our events.

IV. WHAT IF I WANT TO GET A PRINTER IN MY WORKAMP SPACE?

You need to obtain a prior written consent for any changes in your allocated office space or addition of any electronic equipment eg. a printer, etc which require additional electrical points.

V. CAN I STOP IN OR SHOULD I MAKE AN APPOINTMENT?

Book a Tour in advance on our website. This ensures our availability and helps our team focus on helping you choose the right WorkAmp space. Give us a call at 022-49454444 or drop us an email at cowork@workamp.co and we will make sure we make ourselves available to show you around.

VI. DO ALL AGREEMENTS BEGIN ON THE 1ST OF THE MONTH?

Open Area and Business Address memberships begin the day you sign up. Dedicated Desk Area, Dedicated Cabin Area, Weekends and Nights memberships begin on the 1st of the month. Our 30-day move-out policy requires you to move out on the last day of the month for Dedicated Desk Area and Dedicated Cabin Area allowing the new member to move in on the 1st of the month. If this day lands on a weekend, arrangements will be made accordingly.

VII. WHAT IF I'M LOOKING FOR AN OFFICE MORE THAN 30 DAYS IN THE FUTURE?

We have a 30-day move out policy that lets us know office space availability on the 1st every month. Example: If notice is given for a move out date on November 30th, this office space can be reserved for someone new to move in December 1st. You may also be added to the waiting list for a different space of your choice within your time frame.

VIII. HOW MUCH DO I NEED TO RESERVE AN OFFICE?

WorkAmp requires a deposit equal to a month and a half (1.5 months) for Dedicated Cabin Area memberships. For Open Area, Dedicated Desk Area, Weekends and Nights and Business Address memberships a deposit equal to a month (1 month) shall be payable to WorkAmp.

IX. WHAT IF MY ENTITY NEEDS A PHONE SERVICE?

Phone service is only available in Private Offices. You can avail phones services for an additional INR 1000/month per landline number which includes 500 minutes of free calling, post which charges are billed to you at the end of the month according to your usage at rates applicable. We at WorkAmp can provide you with a landline phone for which we charge a fixed deposit of INR 1000. International calling services are available at an additional fee.

X. WHAT IS THE AVERAGE SQUARE FOOTAGE OF A WORKAMP OFFICE?

Every WorkAmp office space is uniquely designed varies in size.

XI. WHAT ARE THE BUILDING HOURS? WHEN ARE YOU OPEN?

WorkAmp office spaces are accessible 24/7. However, members' access shall depend on the kind of membership availed. WorkAmp staff are onsite between 9 AM – 7 PM Monday through Friday.

XII. CAN GUESTS VISIT ME AT WORKAMP?

We'd love to host your guests! Just make sure you register them by sending us an email at cowork@workamp.co to enable the WorkAmp staff to notify you once your guest has arrived.

XIII. AM I ALLOWED TO BRING MY PET? WHAT'S YOUR PET POLICY?

WorkAmp premises have a strict NO PET Policy.

XIV. WHAT ARE MY PAYMENT OPTIONS?

Workamp accepts Payment by Credit/Debit Cards, Net Banking on WorkAmp's Payment Gateway. Payments can also be made by Cheque, Cash, NEFT or RTGS.

XV. WHEN DO I HAVE TO LET WORKAMP KNOW I'M MOVING OUT?

Members are required to give a 30-day notice to move out. Move out forms must be submitted by the last business day of the month prior to vacating. Example: If a member wants to move out on August 31st, they must give notice to WorkAmp by July 31st.

XVI. DOES WORKAMP CHARGE LATE FEES?

WorkAmp charges a late fee of 10% for payments delayed by 10 days. Payments delayed by upto 20 days, late fee will be chargeable at 20%. If membership fee is delayed by over 20 days, membership with WorkAmp shall be terminated. For example: If membership fee is due on the 5th April and you pay after 5th April but by 15th April, then WorkAmp charges a late fee at 10% of your membership fee and if you pay after 15th April but by 25th April, you pay a late fee at 20%. However, if the membership fee remains unpaid until 25th April, then your membership gets terminated.

www.workamp.co