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# Enterprise Centre Concierge Services

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## Reception.

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Our friendly and helpful reception staff Susan and Jo are here to assist whether you are a new or existing tenant to the Enterprise Centre, just visiting or making use of one of our spacious meeting rooms within our beautifully landscaped parkland.





## Mail and Courier Services.

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- For incoming and outgoing mail
- Recorded or Special Delivery
- Courier services local and worldwide



## Meeting Room Hire.

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- Free for tenants of the building
- Includes audio conferencing and WiFi
- Competitive rates for external hire





## Office Services.

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- Including photocopying / binding / laminating



## Dry Cleaning Service.

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- Pickup and return direct to reception



## Stationery Ordering.

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- We can manage all your office requirements from a pencil to a printer



## Catering.

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- Including breakfasts, lunches, platters or cupcakes and much, much more fresh from our Park's Café



## Free WiFi.

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- In meeting rooms



## Free Car Parking.

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- Generous parking provision







## Help with your soft FM service.

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## Free ATM.

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- Located at The Hub it is ideally situated to make use of the excellent services in The Hub Café



## Bike Shelter.

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## Refreshments.

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- Including tea, coffee, fruit juice and biscuits
- A daily milk delivery is offered to tenants

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**Free and competitively priced services are provided from reception at the Enterprise Centre and are open to everyone within the Energy Park and beyond.**

**For full details please contact:  
[reception@aberdeenenergypark.com](mailto:reception@aberdeenenergypark.com)  
01224 933 100**

**[aeip.co.uk](http://aeip.co.uk)**

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