



PRICELIST

FIXED packages (short-term work unit lease)

	half day	1 day	7 days	14 days	21 days
meeting rooms use	0.5h	1h	1.5h	2h	2.5h
private drawer			✓	✓	✓
price	9	15	60	110	130

FIXED packages (long-term work unit lease)

monthly options	from 120
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Standard services:

- One work unit
- Complete office equipment
- Office Assistant services
- Access to all workshops organized by Smart Office
- Benefits and discounts available to members of Smart Office
- Unlimited coffee, tea and biscuits

All prices are in euros excl. VAT.



FLEXI packages (hot desks)

-You define the number of days and period you work at Smart-

	Package 1	Package 2	Package 3	Package 4	Custom package
number of days at Smart	7	14	21	31	you define the number of days at Smart
period of use	from 7 to 365 days				you define the period of use
meeting rooms use	2	4	6	8	you define the number of hours for meeting rooms use
price	from 50				defined with the client

Standard services:

- One work unit
- Complete office equipment
- Office Assistant services
- Access to all workshops organized by Smart Office
- Benefits and discounts available to members of Smart Office
- Unlimited coffee, tea and biscuits

All prices are in euros excl. VAT.



Additional business services

1. Company registration

	Package 1	Package 2	Package 3	Custom package
company's registered office at Smart Office address	✓	✓	✓	✓
Incoming/outgoing post handling (for clients not renting space)	✓	✓	✓	✓
post forwarding		✓		✓
meeting rooms use (4 hours per month)			✓	defined with the client
price (per month)	45	95	95	defined with the client

- **Additional options:**

Occasional use of a desk and/or meeting rooms

- **Notes:**

- Handling incoming mail is included in all packages.
- Minimum contract period for all packages is one year.

All prices are in euros excl. VAT.

2. Legal services

- a. Setting up a legal entity
- b. Providing legal assistance regarding application for residence and work permits for foreign citizens in the Republic of Serbia
- c. Consulting and legal advice regarding company's current operations and planning of future operations
- d. Providing legal opinions regarding precontracts, agreements, business correspondence, and company's potentially contentious business and legal relations with third parties
- e. Advisory services regarding the organization and harmonization of the company's work with applicable regulations
- f. Preparation of precontracts, contracts, procedures, general and other legal acts of the company, as well as any amendments thereof
- g. Advisory services related to legal and labour relations and preparation of documents, procedures and decisions regarding legal and labour relations and employee status

3. Bookkeeping and accounting services

- a. Bookkeeping, administration, salary and other income accounting, keeping auxiliary records
- b. Obtaining information needed when making strategic decisions or conducting analyses of company's operations and assessment of current and future business risks
- c. Advice in the field of tax on income of natural persons, social security contributions, corporate taxation, tax deduction, value added tax, real estate taxation, etc.
- d. Preparation of preventive tax audit, tax forecasting and planning.
- e. Advice on choice of legal form and economic and tax consequences of the choice.

4. Virtual assistant services

- a. Replying to emails
- b. Copywriting

5. Translation and content -/copywriting services

- a. Translation and interpreting services
- b. Court certified translation
- c. Editing services and revision
- d. Content creation (transcreation, content writing, copywriting)
- e. Additional services (post-editing, transcription, video translation & subtitling)

6. Website design services

7. Graphic design services

8. Printing services

9. Organizing transport of people, equipment, goods, etc.

Meetings and events

Open Space



95
eur/h

70m²
up to 90 people
air-conditioned
(available only on weekends)

Meeting room no. 1



40
eur/h

35m²
up to 40 people
air-conditioned

Meeting room no. 2



25
eur/h

30m²
up to 25 people
air-conditioned

Meeting room no. 4



15
eur/h

12m²
up to 8 people



Price is increased by 6/h during the weekend and holidays.
The price for one "coffee-break" is 1.3 per person.
All prices are VAT EXCLUSIVE. VAT rate is 20%.