



*Brochure*

A woman with curly hair, wearing a plaid shirt over a white top, is looking down at a document on a table. Her hand is resting on the paper, and she is wearing a ring and a bracelet.

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# INTRODUCTION

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In the new world resulting from the Covid Pandemic, embracing working from home has become a revolution; a necessity and for many of us a new approach to how we move forwards to find the right space in our homes to transform into a new office.

We have established the business in 2021 to support the growing need of professionals to access remote and safe working facilities and create an office space that allows the home and personal time, to be separated from work and professional time.

Within this brochure we cover our standard GOFFICE offering, covering right through from design to installation and ongoing support.

With our standard high specification 2.4m x 2.4m GOFFICE, you can be sure of value for money. This is our most popular and ideal work environment for one person.



# 1. PROCESS

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The process we follow is very straightforward. From your initial contact through to final installation we will ensure you're aware of what is happening and when.

1. Initial Contact
2. Design consultation arranged
3. Price confirmation / agreement signed
4. Deposit paid 33.3%
5. Schedule installation dates
6. Preparation
7. Interim Payment 33.3%
8. Installation
9. Completion - Final walkthrough, check and inspection review with client
10. Final Payment 33.3% due on day of completion



## 2. DESIGN CONSULTATION & SITE SURVEY

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Following our initial contact, when you approach us, you may have an area of your garden in mind for the G-OFFICE.

We can discuss with you and ensure it's the optimum decision in terms of

- Light
- Access
- Underground services/issues
- Electrical connection
- Line of sight for yourself and neighbours
- Sketch
- Direction (way it faces)
- Access to the area (i.e. we will need to take the appropriate panels and tooling to the location)
- Discuss current leadtimes
- Planning
- Pricing

We can mark the area out so you're aware of the exact location & confirm the location for the doors and window – tailored to your requirements.

The structure needs foundations. We have the latest technology, avoiding the time and dependence on concrete. If you have existing paving / concrete / tarmac, we will be able to discuss if that is sufficient to support the structure.

Our structural Radix Ground Screw Foundation System provides the latest technology to rapidly complete your foundation anchor points for the structure.



### 3. PRICE CONFIRMATION

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Following our consultation during which we will follow a pre-defined checklist that provides you with all the relevant information with a quotation / pricing.

During the consultation, we can decide to proceed immediately and/or leave the quotation with you for further consideration

## 4. PREPARATION

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We have 2 elements in preparation for the installation

- Offsite we will review requirements, consider any access issues, and prepare panels and all materials to be utilized in the build. Depending on the specifics of each build we may be able to do more preparation offsite. We target doing as much as possible offsite to minimize any disruption to the client and to keep our work as professional and standardised as possible.
- Onsite we may need to revisit prior to installation to check levels, review access, set up approach for electrical/cable connection to the GOFFICE, and perhaps some preparation work to have all ready for installation



## 5. INSTALLATION

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Installation typically takes up to 3 days. Steps involved:

1. Foundation system
2. Base structure
3. Sides panels
4. Roof
5. Internal flooring
6. Final wiring
7. Internal furniture and optional items
8. Final check and handover



## 6. STANDARD SPECIFICATION

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Our standard specification which is inclusive of furniture package is essentially everything you need to get your office up and running - apart from your laptop.

Our specification may be superior in most instances to normal garden rooms.

Generally, we don't agree to downgrade elements as we maintain our brand superiority.

### MANDATORY STANDARD INSTALLATION

- **STRUCTURAL**

- Foundations: Radix ground screw foundation system / Existing Base.
- Double Glazing: Energy rated aluminum framed windows and doors.
- Insulation: Walls, floor and roof are SIP panels with 100mm of high-density insulation
  - This ensures Garden Rooms have a long-term superior level of sustainability and warmth.
- Floor: Platinum Grey Oak Laminated flooring.
- Ceiling and Walls: Plastered and skimmed.
- Roof: Firestone EPDM 30 year weather security guaranteed.
- External Cladding: Vertical cedar cladding.
- Interior Wall Colour:
- Interior Cladding Colour:
- Path-way: up to 5 pavement slabs installed to avoid walking on grass

- **STANDARD ELECTRICAL PACKAGE:** Our standard electrical package is as you would expect – high specification, and is more than sufficient for the regular professional to ensure appropriate lighting, heating and connectivity. The cables from your house will be armoured cable and hidden from view. Package includes:

- Fuseboard
- 5 - 7 double sockets; brushed chrome finish – 2 of which are USB wired for Smartphone charging above desk height
- Floor sockets if required
- Smoke alarm
- 4 LED spotlights; brushed chrome finish
- Centre Down-light
- 2 Kw heater **controllable via phone**
- 3 Outside LED spotlights; brushed chrome finish
- 2 Exterior Wall lights



- 2 Interior Wall lights on back wall
- 1 x outdoor security camera – **visible & controllable via Smartphone**
- 1 x outdoor sensor light
- Kill switch – All your sockets/lights that don't need power can be turned off with one switch on exiting.
  - (Heater / Outdoor socket / security camera / sensor light separate)
- TV Point
- WIFI access
- COAX, CAT6, Electrical cable as required

- **EXTERNAL FURNITURE PACKAGE**

- Decking Steps
- Pot Plants x 1

- **INTERNAL FURNITURE PACKAGE:**

- Office Desk & Pedestal
- Office Chair
- Guest/Client Chair
- Bookshelf or Artificial Pot Plant
- Tea / Coffee making facilities
- Interior Door Pull up/Down blinds



## 7. OPTIONAL EXTRAS

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We can provide a number of additional options. We can source and include the following at an additional cost / charge – at time of ordering

### Accessories

- A4 Printer/Scanner
- Flip lid bin
- Starter Cleaning pack (window cleaner/wipes/monitor cleaner)
- Dyson hoover wired to charging point / Hand hoover

### Furniture

- Whiteboard
- Wall Pin-Board thing
- Desk Mounted Monitor fixings
- Desk lamp
- Eye line flexible wall mounted webcam
- Interior Plant
- 4/5 door filing cabinet
- Additional decking
- Blinds
- Upgraded Office Chair (different colours)
- Additional Chair
- Mini foldable/collapsible 2<sup>nd</sup> desk (possibly suit a 2<sup>nd</sup> person)
- Ergonomic footrest
- Door mat
- Interior shelving above desk

### Electrical

- Air conditioning unit
- Alarm
- TV
- Monitors
- Microsoft USB Headset
- Additional Security Camera
- Landline extension/desk phone from house??
- Front House Doorbell connection to Office



## 8. PRICING

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- Our standard high spec finish inclusive of furniture\* is €XXX
- Optional extras to be priced separately

### **\*Standard assumptions / Limitations**

- Unit is to be placed within 20m of nearest existing electrical source
- Ground is of sufficient standard for our Radix ground screw foundation system
- Any impact to planning is your responsibility
- Access to location for G-Office at least 1.5m wide and 2m high on route for tooling/panels (otherwise we may need further lifting equipment)
- Any Trees/Shrubs to be cut back to enable a workable area around the G-Office to install (enabling space for ladders etc.. around the unit)

These challenges can be resolved during discussion with us

### **Our alternative finance option:**

5 Year Rental contract with automatic month on month extension:

- We do provide a differentiated service offer to many competitors. We can draft an agreement that basically involves an up-front payment and a monthly direct debit payment. For clarity, you do not own the unit, you are essentially renting the unit, which may be a preferable option for some people/businesses, by putting a small investment down to cover the initial outlays and then a regular monthly direct debit payment. Key features:
  - Minimum 5 year contract Term, rolling monthly afterwards
  - 3 month notice period to end contract.
  - All maintenance covered, and includes repainting of the external timber, after each 5 year period as requested.

## APPENDIX

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### The Benefits

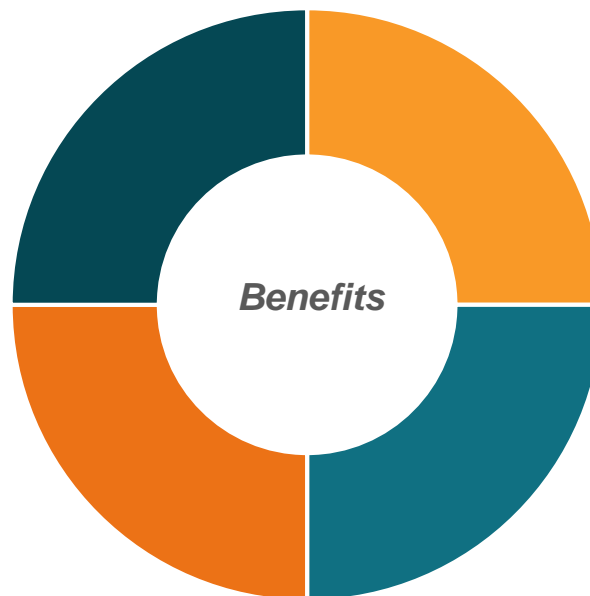
#### Benefits of working from a home office:

##### € Savings

- Fuel to / from work
- Food on the go
- Car usage / value
- Time saving

##### Business advantages

- Staff retention / loyalty
- Improved productivity
- Greater choice on recruitment
- Reduced overhead costs
- Reduced Real Estate Costs



##### Time

- Less commuting time
- Increased productivity
- Family time/support
- Exterior office enables immediate attachment / detachment to & from work

##### Work/Life Balance

- Greater flexibility
- Availability for family
- Home security
- 

#### Benefits of working from home from a GOFFICE:

A G-OFFICE creates a space that allows home and personal time, to be separated from work and professional time, enabling the individual completely switch off from work – similar to what would have been the case when traveling to a place of work was the norm.

#### Support from Businesses:

As there is also a considerable benefit to the company/business to create a work from home culture some businesses are willing to contribute towards a home office.



## Savings Example

Paul travels 20 miles from home to place of work which takes 30 minutes. He is paid at €20 per hour. He normally gets lunch each day, a coffee, and a snack during the afternoon tea break, costing €10 per day

### €€ Savings Per week

Fuel Saving	- €20	(10 cents per mile x 40 miles per day x 5 days)
Car W&T saving	- €10	(Tyres, brake pads, servicing, mileage, reduction on selling)
Time Saving	- €100	(One hour per day, Paul's value in current role is €20 per hr)
Food saving	<u>- €50</u>	
<b>Weekly saving</b>	<b>- €180</b>	<b>(if no value is put on Paul's time, it's still €80)</b>

There are additional heating cost and food at home costs, however would be negligible.

There may also be further additional savings for example if a 2<sup>nd</sup> car is no longer needed in the household, or potentially consider a downgrade of the 2<sup>nd</sup> car.

### Further Tax Reliefs

**Republic of Ireland:** Revenue provide a Tax relief option where an employer can pay the employee up to €3.20 per day tax free (with anything extra taxable).

Alternatively, where the employer does not choose to make a contribution towards the cost, the employee is entitled to a relief based on actual expenses incurred for electricity, heat and broadband. We can provide some further info on above as necessary.

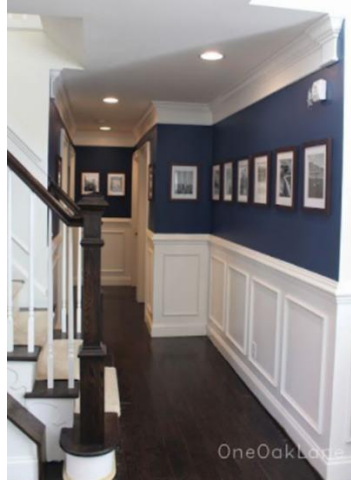
**Northern Ireland:** HMRC allow a claim for tax relief on either:

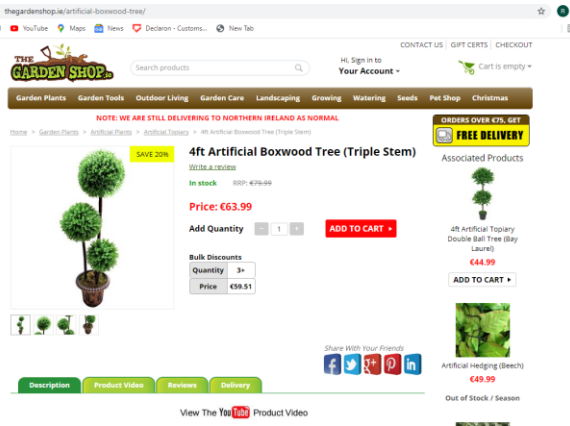
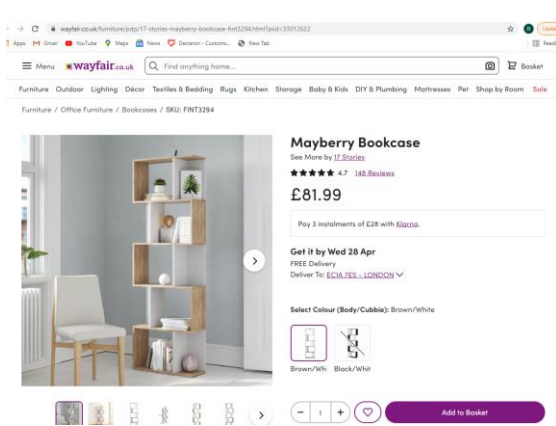
- £6 a week from 6 April 2020 (for previous tax years the rate is £4 a week) - you will not need to keep evidence of your extra costs
- the exact amount of extra costs you've incurred above the weekly amount - you'll need evidence such as receipts, bills or contracts

Tax relief can be availed of at the rate at which you pay tax. For example, if you pay the 20% basic rate of tax and claim tax relief on £6 a week you would get £1.20 per week in tax relief (20% of £6).

Over the course of the year, the average person can spend upwards of €5,000 in costs similar to above. **The Return on Investment into a Goffice can be easily warranted**

## Photos









## Frequently Asked Questions

### **DO WE CONSTRUCT GOFFICES NATIONWIDE?**

Yes. We construct GOFFICES in every county in Ireland. In order to gain a good understanding of your requirements it is extremely helpful to receive a photograph by e-mail of the proposed area you have planned for your GOFFICE before our visit. We are happy to carry out a site survey and provide you with a detailed written quotation, without obligation and free of charge.

### **DO THE GOFFICES COME WITH A GUARANTEE?**

Yes. All GOFFICES come with a 10 year weather security guarantee as standard.

### **WHAT TYPE OF WINDOWS AND DOORS ARE USED IN GOFFICES?**

A 1.2 U-Value glass rating is typical as all our glass is A Rated, shatter proof and comes with argon gas as standard. All our windows and doors are manufactured in aluminium facilitating the clean slim lines you see in our GOFFICES.

### **DO I REQUIRE PLANNING PERMISSION FOR MY GOFFICE?**

GOFFICES 25 square metres (270 Sq ft) or under qualify for an exemption from planning permission once an area of 25 square metres remains in your garden and the GOFFICE is used to enhance the family lifestyle. We are always happy to talk you through the full requirements for our planning exempt GOFFICES.

### **WHERE DOES OUR CEDAR COME FROM?**

All our cedar is Canadian Red Wood Cedar. Sourced from Vancouver Island, Canada. We only use 250-300 year old, 100% PEFC Certified cedar. Our cedar has a class 2 Durability rating giving it a lifespan in excess of 40 years weather secured.

### **WILL I BE WARM ENOUGH IN THE WINTER?**

Yes, All our GOFFICES are SIP insulated as standard with 100mm insulation. As well as being thermally efficient they are also acoustically sound and will keep you very warm and cosy



throughout the coldest winters. Our buildings are for year round use and we pride ourselves on providing the highest standard of insulation.

### **HOW LONG FROM GIVING THE GO-AHEAD TO WORK COMMENCING?**

On average it takes 4-6 weeks to order in all your doors, windows, capping etc. A typical installation then only takes between 7-10 working days depending on the size. This can work out slightly longer if you request any additional services.

### **HOW DO I PREPARE THE AREA BEFORE YOUR TEAM ARRIVE ON SITE?**

We ask that the site is clear of existing structures, trees and shrubs. Tree stubs need to be cut down to ground level but it's not necessary to remove tree roots underneath the ground. Grass is fine and we can build over existing patio slabs if you don't want to remove them.

### **CAN I BUILD A GOFFICE CLOSE TO THE BOUNDARY LINE WITH MY NEIGHBOUR?**

Yes. We can build your GOFFICE right up to the boundary line with your neighbour. Instead of using cedar cladding on the boundary side we can install an aluminum cladding matching the RAL colour of the windows, doors and roof capping of your GOFFICE. This comes with a 40 year weather security guarantee and happily does not require any ongoing maintenance.

### **CAN I CONSULT WITH A PREVIOUS CUSTOMER OF GOFFICE?**

Yes, absolutely! We have a long list of obliging customers dating back to 2003, and we would be more than happy to give you their contact details. We would actively encourage you to contact them directly to see how they are getting on with their GOFFICES, and to hear their assessment of our service.

### **INNOVATION: LATEST TECHNOLOGY?**

We believe we have thought of everything, from the hard-wired router connection to ensure constant connectivity to the office, doorbell connectivity to ensure you never miss a parcel delivery, smartphone-controlled heating to enable you ensure you have a cosy office to enter at any stage, and security cameras to not only protect your office, but potentially also your home. However please consult with us if any further requirements are necessary and we can be sure to validate what we can do.

Please continue to check our brochure for the latest technologies available.



If you can't find the answer to your question here, please visit our website at [www.XXXXXXXXXXX](http://www.XXXXXXXXXXX) more information or contact us directly on +353 (0)XXXXXXX.

**Can I get an already made office delivered intact from your workshop to reduce leadtime?**

We do have existing office units built and on display. This would likely incur considerable additional lifting equipment XXXXXXXX

Also should you wish to take the unit ex works (i.e. you organize pick up, logistics from our workshop and install, all responsibility transfers to you immediately on departing our premises.

Once all of the costs have been entered, review the individual items and total amount to see where projections can be fine-tuned or move something out into the future when more revenue is coming in. The objective is to get to profitability and positive cash flow as quickly as possible.



## Checklist

Proposed G-Office Location \_\_\_\_\_.

Consultation Meeting Attendees \_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

Online / Meeting Location: \_\_\_\_\_.

Date \_\_\_\_\_.

Subject	Comment
Foundations	
Sketch Location of G-Office	
Sketch Rainfall Run-off / Drainage	
Location	
Natural Light	
Access to site	
Underground services/issues	
Electrical connection source	m
Router Connection source	m
Coax Connection source	m
Door Location	
Window Location	
Line of sight for yourself and neighbours	
Leadtimes	..from order placed
TV point	
Socket Locations	
Centre Light	
Interior Wall Colour	
Exterior Colour	
Other electrical works at the premises	



## Pricing Summary

	<b>Comments</b>	<b>Pricing</b>
Standard Install		
Optional Extras		
Additions		
Other electrical works at the premises		
Total		
VAT @ 13.5%		
Total		

I, \_\_\_\_\_, of \_\_\_\_\_, intend to proceed to order above. I understand that payments are due as per below payment schedule.

- Deposit of 33.3% payable on order
- Interim 33.3% payable prior to installation date
- Final 33.3% on completion

\* Alternative financing options may be available