

## **SECTION IV: Draft Local Incubation Contract**

A synopsis of the Local Incubation Contract, to be signed between the Incubatee and one of the Incubation offices (Science Park Graz and accent Gründerservice), is hereby provided:

**The cost may be pegged to the area and year of incubation, and may include the following services:**

Basic office space

Furniture

Electricity

Water

Cleaning

Shared secretariat

Security

Heating/Cooling

Building Maintenance

Access to catering Facilities

Telephone (one standard telephone socket and handset)

Shared meeting rooms

Conference halls

Networks: research centres, other knowledge sources, other companies

Fund raising

Dissemination activities

Access to the technical staff of the incubator, to whom the entrepreneurs can ask questions and practical tips related to funds, commercial, tax, economic and labour laws, fund raising options, accountancy and other practical aspects of management.

**Additional Services may be available at extra charge:**

Media Services (including use of photocopiers)

Computing Consultancy

Training Facilities

Additional cleaning services

Accounting services

Termination: 1 month written notice.