

**Draft Local Incubation Contract
(RD.4)**



A synopsis of the Local Incubation Contract, to be signed between the Incubatee and one of the Incubation offices (Science Park Graz and accent Inkubator), 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.