

Company Profile

Your New Partner

BÜRO KNECHT UND PARTNER GMBH was founded in 1979 and the office service was added in 1983. We rent fully furnished offices and offer a comprehensive secretary service with many extras.

Your Secretary Service

... Your secretary service is open from 8 a.m. to 5 p.m. on business days and fully available to you and your customers. We can extend office hours on request. Our secretaries are very experienced and friendly, reliable and discrete. We speak and write English and French and hire only fulltime employees.

Office Equipment. We offer...

- State-of-the-art ISDN phone system with conference call functionality
- Internet access via ISDN or dedicated line in all offices
- Kitchen with coffee maker and microwave
- High-performance fax machine
- Copy machine with transparency production capability and sorter
- Our secretary service is equipped with modern computers running MS Office (Word, Excel...), as well as with scanners, CD Write drives, Zip drives and DVD drives.

Good Connection

The location of our office building in München-Schwabing assures accessibility:

- 200 yards to Mittlerer Ring with optimal connection to all major freeways
- Five minutes to an Airport bus connection
- 30 minutes by car to Munich International airport
- Next to Englischer Garten
- Three walking minutes to the next metro station
- Good parking, garages
- Refined restaurants and prestigious hotels (Sheraton, Hilton, Marriott, Renaissance) in close proximity.

Our Pricing Philosophy

Our pricing philosophy is your advantage. We offer fair prices and clearly structured and itemized invoicing. No hidden costs.

>> Services offered

Services Offered

Office Space

We offer in-house office space from 190 to 230 sq. ft. (18 to 22 m²) on two floors. All offices are owned by us, which guaranties the permanence of your business address. You can rent your office for day use or long-term.

Temporary Office

The temporary offices are furnished representatively in a modern look with a shelf wall, desk, office chair and conference table with 2 visitor chairs. We service and supply your guests as part of our Secretary Service. You can use the telephone and the Internet access.

Conference and Training Room

You use our conference and training room (up to 8 persons). We service and supply your guests as part of our Secretary Service. On request we can supply flipcharts, overhead projectors, video equipment and a DVD player.

Secretary Service

We can handle any tasks commonly associated with an executive secretary:

- Correspondence and text processing (using MS Word) as well as the preparation of print-ready, bound or internet-ready documents (e.g. in pdf format), scanning of documents etc.
- Case working and handling of administrative tasks
- Creating documents from digitally recorded audio files (e.g. in dss format, you can send us those files by email)
- Preparation of presentations (e.g. with Power Point)
- Trip planning and appointment management
- Reception and Guest services, hotel bookings
- Organization of meetings
- Organization and execution of mailings (even low volume)
- Support for establishing a company and interfacing with local and federal government agencies
- Data processing (e.g. with MS Excel)

Mail Service / Domicile Address

You get a company address with your own company sign as a contact point for mail, packages and courier services. We can handle any amount of your incoming mail according to your specifications.

>> ... more

Phone Service

We answer your phone calls with your company name. The respective handling of the forwarding (e.g. by fax or email) is done according to your specifications. Call Redirection (Routing) and Call Forwarding (also to other countries) are possible. The phone rates are invoiced at our cost without additional fees. Up to five minutes per call are included in the flat rate. We offer special pricing for low-frequency users and direct redirection without any service on our part.

Fax and Email Service

You are using our fax number and email address. We handle your incoming messages according to your specifications. We prepare and mail your outgoing faxes and emails using our Secretary Service. The phone rates are invoiced at our cost without additional fees. The costs for machines/material and time of up to five minutes per fax or email are included in our flat rate.

Order Processing, Accounting and Bookkeeping of Ongoing Business Activities

- If required, we take orders via an order line and process them according to your specifications.
- We handle the preparation of invoices and late notices and offer your customers an information hotline as part of our Secretary Service.
- We do administration and bookkeeping of your ongoing business activities. Via a DATEV interface we can transfer this data to your tax accountant for use in business statistics and ledger preparation.

Some examples of the office spaces we offer

We offer in-house office space from 190 to 230 sq. ft. (18 to 22 m²) on 2 floors. You can rent your office for day use or long-term.

Office, 190 square feet

Furnished representatively in a modern look with a shelf wall, desk, office chair and conference table with 2 visitor chairs.

Office, 215 square feet

Furnished representatively in a modern look with a shelf wall, 3 desks, 3 office chairs and a conference table with 3 visitor chairs.

Office, 230 square feet

Furnished representatively in a modern look with a shelf wall, desk, office chair and conference table with 2 visitor chairs.