



Frequently Asked Questions

Who is KES?

Kew Executive Suites is an experienced serviced office provider that has operated for more than 20 years. Some of our long term tenants are national companies or small business operators who have been with us for over 10 years, as well as newer businesses that become established in our supported environment.

How many offices are available at KES?

The KES premises are purpose built serviced offices and suites, varying in size and configuration. There are 48 office spaces, with some companies occupying 2, 3 or 4 offices as their business grows.

What is a KES Office?

A fully furnished serviced office or suite includes:

- Flexible and cost-effective terms
- Dedicated Receptionist
- Digital Telephone on your desk
- Business Internet or ADSL connection by arrangement
- Boardrooms and Meeting Room Hire available
- Access to our office equipment and secretarial support services

What are the terms of the Agreement for a KES office?

We operate on a month to month agreement with tenants. Tenancy may be terminated by either party by giving 30 days' notice from the end of any monthly agreement period. Overall you can stay with us for as long as you wish.

How long does it take to set up an office at KES?

Depending on your specific requirements, you can occupy an office within 48 hours.

How are my telephone calls answered and how do I receive messages?

Your calls are professionally answered in your company name. Messages are relayed according to your instruction. If you are unavailable to take calls, messages can be sent to e-mail, voicemail, or SMS. Calls can be screened and callers can be connected directly to your mobile phone or to a landline telephone anywhere worldwide.

What are the meeting and seminar facilities?

Our Boardroom and Meeting Rooms can host client meetings, workshops, and seminars and can include use of LCD screen, whiteboard, and ADSL connection. A Data projector and large screen are also available by arrangement. We can organise catering to support your event.

Do you provide office support services?

Office support services at KES can assist you in running your business successfully and extend from personal assistance with small routine tasks to complete administration on a daily basis, all provided by our friendly and experienced office team.

What access and security is provided for the building?

24 hour access is available 365 days per year with a security code. Our Security Company provides out of hours alarm monitoring and 4 inspections of the building each night. Entry to the security car park is via swipe card through our boom gates with additional coded remote control to the undercover car park area.

Are there car parking facilities available?

KES has security car parking for tenants and car parks can be reserved on a permanent basis. There is ample street parking for your clients in front of the KES building.

What public transport is accessible from KES?

KES is well located for public transport with the No 48 tram, between the CBD & North Balwyn, at our door and the bus to Doncaster Shoppingtown just 200 metres along the street at the corner. Taxi companies provide prompt service to our building, and our receptionist will lodge a booking for you.

Where is KES located?

KES is located at 832 High Street, East Kew near the junction of Burke Road, just 2 minutes from the Eastern Freeway & East Link, providing quick access to the CBD and to the Eastern & Southern suburbs.

How can I arrange a tour of KES?

Please call Kew Executive Suites or e-mail us at info@kewexec.com.au
We hope you will take the time to view our offices soon.