

Shared Workspace Reservation Procedures

Dear Team,

We are pleased to announce the procedures for reserving shared workspace. Please follow the steps outlined below to ensure a smooth reservation process:

Step 1: Access the Reservation System

Log in to the shared workspace reservation system using your company credentials.

Step 2: Choose Your Workspace

Select the desired workspace from the available options. Please make sure to check the capacity and amenities.

Step 3: Select Date and Time

Choose the date and time for your reservation. Ensure it does not conflict with other bookings.

Step 4: Confirm Your Reservation

Review your booking details and click on the confirm button. You will receive a confirmation email shortly.

Step 5: Cancellation Policy

If you need to cancel your reservation, please do so at least 24 hours in advance to avoid any penalties.

If you have any questions or need assistance, feel free to contact the administrative office.

Thank you for your cooperation.

Best regards,
The Workspace Management Team