

TWO ONE-PAGERS

Conference Room Guide & Student Flyer

Common Desk — Addison and Post Oak

Two pieces of operational paper — the kind most brands let go flat. One greets a guest who has just booked a conference room: the WiFi, the credit system, where to find the coffee. The other sits at the front desk and asks a student to turn a day pass into a membership.

Neither one is a campaign. Both are documents someone picks up mid-errand, which means the information has to land first and the voice has to survive the landing.

IN THIS SET

Conference room guide — Common Desk Addison. WiFi, credit tiers by room and seat count, and what happens to unused credits.

Student membership flyer — Common Desk Post Oak. Perks in plain language, and the price gap explained without a pitch.

ready to have the best meeting ever?

We're so happy you've reserved a conference room at Common Desk! Here are a few "need-to-knows" to ensure you have the most productive day possible:



WiFi information:

- Network: Common Desk Members
- User: addisonguest
- Password: ••••••••



Conference room credits:

Members can check their available credits through the Common Desk app. Additional credits are available to purchase as needed. Here's the breakdown of the credit system for Addison, by room name and number of seats:

1 credit / hour	2 credits / hour	3 credits / hour
The Godfather  2 Indiana Jones  3	Rear Window  5 E.T.  6 Breakfast Club  6 Airplane  8 Casablanca  8	Sound of Music  10

Please keep in mind that the base credits included in your membership do not roll over month to month.



Enjoy your day!

You can find bottomless drip coffee, tea, and water in the kitchen. If you'd like to purchase specialty espresso drinks, come up to the Hospitality Bar between 8am and 3:30pm. If you need anything else, we'll be at the Hospitality Bar ready to help!

COMMON DESK - POST OAK



Now that you've had a taste of Common Desk, make it official with a student membership!

Ditch the campus library for these sweet perks:

- bottomless drip coffee and discounted espresso drinks (your latte habit just got a lot cheaper)
- fast + secure WiFi (no more spinning wheel of death)
- flexible environment (desk it, couch it, table it)
- private chat booths (goodbye, silence rules)
- community events (hello, free snacks)

We usually charge \$299 for this.

But since you study hard, you get it all for \$75.

See our staff at the front desk to get set up!

3040 Post Oak Blvd, Floor 18
Houston, Texas 77056



281.524.4327
post oak@thecommondesk.com