

VIRTUAL OFFICE BUSINESS SERVICES

SERVICE PRICE LIST FOR NON OFFICE BASED CLIENTS

- Accommodation Address:** **Accommodation and Mailing Address Service:**
An Accommodation and Mailing address will be issued to you. Post will await your collection. (*we will email messages to you informing of post awaiting collection on regular basis*)
Alternatively:
Post can be posted to you on a daily or weekly basis or as required, at the actual postal rate plus 20%, to include handling, packing, envelopes and labels.
£40.00 + VAT per month
- Telephone Message Service:** **Message Answering Service:**
A Direct Dial telephone number will be issued to you.
Our receptionist will answer your calls in your company name during office hours.
Messages will be taken and recorded.
- Message Collection and Forwarding Service:**
Messages can be forwarded to you at your request as follows:
You may telephone or call in to collect your messages during office hours.
Alternatively:
Messages can given to you by telephone or email:
(*Messages can be forwarded to you by email, included*),
£45.00 + VAT per month - up to 25 calls handled
(*Please note the above applies for calls within the UK only*).
Please note we are open Monday to Friday 08.30 to 5.30 – after these times we have an answerphone.
- Deposit**
A deposit of £120 (No VAT) is required to start this service. Notice can be given by either party with one month's notice, your deposit will then be returned to you, less any monies owed to us.
- Office Hire:** Subject to availability.
- Office Services:** We can also provide other Business Centre Services including sending and receiving faxes, photocopying, meeting and conference rooms and secretarial services.
- Café @:** We have a Café with WiFi Internet access, which is available for your use, serving freshly prepared food on the premises including meals, snacks and refreshments. We can also cater for business meetings and functions.

VAT will be charged in addition to the above prices. A three month refundable deposit plus VAT would also be required. Invoices would be sent on a monthly basis to include any extra business services charges with payment required within 7 days.