



VIRTUAL OFFICES

Virtual Offices are the perfect solution for establishing a presence for your business without going to the expense of a fulltime office.

Whether it's a professional business address you need, personalised call answering, flexible office usage or on demand business support services, we have a range of Virtual Office products & services to suit.

Our extensive range of packages can be tailored to match your individual business needs and budget:-

Business Address

Project your business with a professional mailing address...

- Business mailing address
- Same day mail forwarding
- Call & collect service
- Post & parcel management

Telephone Answering

Ensure you never miss that vital call with a personalised telephone answering service...

- Professional reception service
- Calls answered in your company name
- Dedicated local or portable UK 0844 telephone & fax number
- Local point of contact
- Advanced call screening
- Message management
- Fax handling & forwarding

“a fast, easy and cost effective solution for start up, home based and small businesses...”

Virtual Office

Enhance the image of your business and enjoy all the benefits of a full-time office without the risk...

- Professional business address & call answering service
- Calls answered in your company name
- Post & parcel management
- Dedicated local or portable UK 0844 telephone & fax number
- Fax handling & forwarding
- 10% off meeting room & hot desk hire
- 10% off business support services available on demand

Virtual Office +

Escape the distractions of working at home...

- Professional address, call answering & 5 days flexible office usage per month
- Free local & national calls
- Free high speed internet access
- Post & parcel management
- Calls answered in your company name
- Dedicated local or portable UK 0844 telephone & fax number
- Fax handling & forwarding
- 10% off meeting room hire
- 10% off business support services available on demand

Features	Business Address	Telephone Answering	Virtual Office	Virtual Office +
Business mailing address	✓	✗	✓	✓
Post & parcel management	✓	✗	✓	✓
Mail forwarding or collect service	✓	✗	✓	✓
Telephone answering service	✗	✓	✓	✓
Calls answered in company name	✗	✓	✓	✓
Dedicated local or portable 0844 telephone & fax number	✗	✓	✓	✓
Advanced call screening	✗	✓	✓	✓
Call forwarding up to 4 contacts	✗	✓	✓	✓
Messages by phone, text or email	✗	✓	✓	✓
Voicemail accessible 24/7	✗	✓	✓	✓
Fax handling & forwarding	✗	✓	✓	✓
5 days office usage per month	✗	✗	✗	✓
Free local & national calls	✗	✗	✗	✓
Free high speed internet access	✗	✗	✗	✓
10% off meeting room & hot desk hire	✓	✓	✓	✓
10% off pay as you use business support services	✓	✓	✓	✓
No set up fees	✓	✓	✓	✓

Terms & conditions apply. 1 month's fee payable in advance + VAT. Deposit required 2x monthly fee exclusive of VAT. Additional charges apply for call, post & fax forwarding. Minimum office usage in increments of 4 hours.

£49
per month

£69
per month

£99
per month

£199
per month

Please note all prices are subject to VAT and variation. Prices are correct at time of print.

“your office wherever you are...”