



Virtual Office - London

If you want to enjoy the benefits of a business presence in central London, without the high costs, then a virtual office solution from eOffice is the answer. Our standard package gives you a prestigious W1 address and mail handling, telephone answering in your company name plus access to all our other services on a pay-as-you-go basis.

Virtual Office – Standard (phone answering) – monthly fee **£99.99**

Services/Benefits: reg. fee £99.99/year pp

- Dedicated national/portable UK 0845 telephone number (0207 number as an option)
- Calls answered in your company name
- Voice mail accessible 24/7
- Message forwarding by SMS or email (additional charges apply)
- Pay-as-you-go access to meeting rooms and conference facilities
- 8% off the price of conference and meeting rooms
- Invitation to a range of exclusive networking events and seminars
- Exclusive access to more than 100 business centres worldwide
- Hotdesking and other services on an affordable pay-as-you-go basis

Virtual Office – Standard (business add) – monthly fee **£129.99**

Services/Benefits: reg. fee £99.99/yr pp

- Prestigious business address in central London (W1)
- Mail collected and forwarded (postage and envelopes additional charges)
- Pay-as-you-go access to meeting rooms and conference facilities
- 8% off the price of conference and meeting rooms
- Invitation to a range of exclusive networking events and seminars
- Exclusive access to more than 100 business centres worldwide
- Hotdesking and other services on an affordable pay-as-you-go basis

Virtual Office – Premium – monthly fee **£199.99**

Services/Benefits: reg. fee £99.99/year pp

- Prestigious business address in central London (W1)
- Dedicated national/portable UK 0845 telephone number (0207 number as an option)
- Calls answered in your company name
- All services included as above for Virtual Office standard (business address and telephone answering)
- 2 hours of interview rooms (up to 5 people) per month

Options:

0207 Central London number £19.99

- Opt for a Central London telephone number

Registered Office address – monthly fee £19.99

- Use W1 as a Registered Office address (only available to UK Limited Companies)

Fax to email – monthly fee £19.99

- Line rental fees, 0845 non geographical portable number (0207 as an option) set-up fee £19.99

Logo on directory – monthly fee £19.99

- Full colour company logo in our main glass directory at reception set-up fee £49.99

Wall storage cabinet – monthly fee per unit £19.99

- Store your documents, files, books in a lockable cabinet (W76 x H35 x D43cm)

Prices valid from Jan 2011, subject to VAT of 20%. 1 Month deposit required. Prices can change without notice.