



## Virtual Office – London Soho

If you want to enjoy the benefits of a business presence in 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, plus access to all our other services on a pay-per-use basis. You can also opt for a 0845 phone number, and the professional touch of having our receptionist answer all your calls in your company name.

### Virtual Office – standard (business address) – monthly fee **£99.99**

#### Services/Benefits:

- Prestigious business address heart of Soho, 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
- Hot desking and other services on an affordable pay-per-use-basis

reg. fee **£99.99/ year**



### Virtual Office – standard (telephone answering) – monthly fee **£99.99**

#### Services/Benefits:

- Dedicated national/portable UK 0845 telephone number
- 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
- Hot desking and other services on an affordable pay-per-use-basis

reg. fee **£99.99/ year**

### Virtual Office – premium – monthly fee **£149.99**

#### Services/Benefits:

- Prestigious business address heart of Soho, London (W1)
- Dedicated national/portable UK 0845 telephone number
- All services included as above for Virtual Office standard (business address and telephone answering)

reg. fee **£99.99/year**

## Options:

### 0207 Central London number **£9.99**

- Opt for a Central London telephone number

### Registered Office address – monthly fee **£14.99**

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

### Fax to email – monthly fee **£9.99**

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

### Logo on directory – monthly fee **£9.99**

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

### Wall storage cabinet – monthly fee per unit **£14.99**

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

Prices valid from Jan 2009, subject to VAT of 15 %. Deposit of £200 required. Prices can change without notice.