



## Virtual Office - Manchester

If you want to enjoy the benefits of a business presence in Manchester, without the high costs, then a virtual office solution from eOffice is the answer. Our standard package gives you a prestigious M1 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 **£69.99**

#### Services/Benefits:

- Prestigious business address in the heart of Manchester (M1)
- Mail collected and forwarded (postage and envelopes additional charges)
- Pay-as-you-go access to meeting rooms and conference facilities
- Hot desking and other services on an affordable pay-per-use-basis
- 8% off the price of conference and meeting rooms

reg. fee £99.99/year



### Virtual Office- standard (telephone answering)-monthly fee **£69.99**

#### 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
- Hot desking and other services on an affordable pay-per-use-basis
- 8% off the price of conference and meeting rooms

reg. fee £99.99/year

### Virtual Office – premium – monthly fee **£99.99**

#### Services/Benefits:

- Prestigious business address in the heart of Manchester (M1)
- 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:

### 0161 Central Manchester number **£9.99**

- Opt Central Manchester number

### Registered Address – monthly fee **£14.99**

- Use M1 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 (0161 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

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