



## Virtual Office – UK

If you want to enjoy the benefits of a business presence in any central UK city, without the high costs, then a virtual office solution from eOffice is the answer. Our standard package gives you a prestigious central 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 (business address) – monthly fee** **£99.99**

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

- Prestigious business address in city centre
- 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 – standard (telephone answering) – monthly fee** **£99.99**

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

- 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
- 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** **£129.99**

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

- Prestigious business address in city centre
- Dedicated national/portable UK 0845 telephone number
- Calls answered in your company name
- All services included as above for Virtual Office standard (business address and telephone answering)

## Options:

**Central City number (0121, 0161, 0117)** **£9.99**

- Opt for a central city telephone number

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

- Use of city address 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 (central city number as an option) **set-up fee £19.99**

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

- Full colour company logo in our main glass directory at reception **set-up fee £59.99**

**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.