



HARTHAM PARK

## THE VIRTUAL OFFICE SERVICE



The Hartham Park Virtual Office is perfect for both start-up companies and established businesses that are entering new markets, wanting a presence in a new location or just requiring a professional image. It enables the full range of office services to be available without the need for unnecessary financial commitment and business risk. The Virtual Office service provides you with all the benefits of the Hartham Park venue, from a prestigious business address and professional and personal call answering, to a wide range of executive business services. These services include meeting rooms as well as access to Jacks Restaurant and Bar.

### ESSENTIAL SERVICES

- Dedicated telephone number
- Calls answered in your company name
- Calls seamlessly transferred to you wherever you are or messages taken if you are unavailable
- Prestigious business address with mail forwarding and holding service
- Free voicemail facility
- Secretarial and administration support available including faxing, photocopying, franking and printing
- Access to discounted meeting and conference rooms
- A full range of on-site hospitality services through Jacks Restaurant and Bar

### BENEFITS

- Low risk business option, no unnecessary financial commitment, no set up fees
- Professional company presentation
- Inclusive package, no hidden extras



## THE INCLUSIVE PACKAGE

### THE COMPLETE VIRTUAL OFFICE PACKAGE

**£95.00 per month**

#### COMPRISES

##### **dedicated telephone answering**

This service can be adapted to meet your individual business needs. Calls come in on your own dedicated telephone line and are answered in your company name, Monday to Friday 8.00am – 6.00pm. Callers can be connected to an external number of your choice. If you are unavailable the call can be transferred to your own personal voicemail box or, if you prefer, an email message can be taken instead. By advising the Business Centre of your schedule we can individually adapt your service which enables us to offer you and your customers a personalised and professional service.

##### **mail forwarding and holding service**

This enables you to use our prestigious business address for all your company correspondence. Your incoming mail can either be forwarded to you directly by first-class post or kept secure in the Business Centre for your collection. We also provide a courier collection service for you and will hold your parcels awaiting your collection. For your safekeeping we always store uncollected parcels overnight in our Strong Room.

#### INCLUDES

##### **complete package**

- telephone line rental
- voicemail
- personalised telephone answering up to 400 calls per month
- call forwarding service
- three different external telephone contact numbers
- message taking up to 100 messages per month
- messages forwarded via email
- use of the Hartham Park business address
- mail management
- courier collection service



## HARTHAM PARK

**THE INDIVIDUAL SERVICES****dedicated telephone number automated divert £25.00 per month**

We can provide your business with your own dedicated telephone number which is automatically redirected to an external telephone number of your choice or your own personalised voicemail box. Price per number.

**mail forwarding and holding service £35.00 per month**

This enables you to use our prestigious business address for all your company correspondence. Your incoming mail can either be forwarded to you directly by first-class post or kept secure in the Business Centre for your collection.

**dedicated facsimile number £25.00 per month**

We can provide your business with your own dedicated facsimile number which is automatically redirected to an external fax number or the Business Centre fax machine. Price per number.

**ADDITIONAL CHARGES****business centre services £ standard tariff**

Access to the business centre services which includes franking, photocopying, laminating, binding, secretarial and administrative supports.

**meeting and conference rooms £ standard tariff**

Access to meeting and conference space.

**external contact numbers £5.00 per month**

Price per additional contact number for those who require more than the three included in the complete package.

**transferred calls £ standard rate**

The cost of the call for all transferred calls will be recharged.

**additional incoming calls 80p per call**

Price per additional incoming call when more than the 400 inclusive calls are received in one month.

**additional email messages 40p per message**

Price per additional email message when more than the 100 inclusive messages are received in one month.

**faxed messages 30p per fax**

We can fax messages through if you prefer this option to emailing. Price per faxed message.

**postal charges £ standard rate**

The postage charge for incoming mail forwarded on will be recharged.