

# Virtual Office Services

## For people on the move



### FIVE ★ SUPPORT FOR YOUR COMPANY WHILE YOU'RE OUT AND ABOUT

Use our quality serviced offices as a hub for your business. It's corny, but true, that you'll never get a second chance to make a good first impression on your customers. Just choose from our menu of services to decide which ones will be most useful to you...

#### Call Reception

You may already have an answering machine, but you'll never know how many potential customers put down the phone without leaving a message. You can stop missing out on new business and get a step ahead of your competition by either diverting your existing phone number to us, or we can allocate you a local number that will *never* be engaged when your customers ring you.



- ✓ Your calls will be answered in your company name by our telephonists who will work seamlessly as part of your team.
- ✓ You can get on with your work (or take a day off!) and we'll take messages for you.
- ✓ Your customers are welcome to leave messages in your free voice mailbox,

allowing complex messages to be left accurately.

- ✓ Your calls will be handled personally during office hours, 8.30-5.30 and routed automatically to your mailbox out of these hours and at weekends.
- ✓ Written messages will be dictated into your voice mailbox to allow all messages to be retrieved from one place – no missed messages, no duplication.
- ✓ We can email you as soon as a message arrives in your inbox.
- ✓ You can check and collect messages as often as you like - whenever you like – and from wherever you are in the world.
- ✓ You can use the same call to leave a message for our receptionists to let them know where you are, or during office hours you can speak to them directly by pressing 0.



Collect your messages, any time, day or night .....



### Mail Reception

Give your company's image a boost with a professional business address.

Your mail can be sent to Kinetic Centre and either collected daily by you or we can forward it to your home daily, twice weekly or weekly – you choose.



### Fax Reception



You won't have the hassle of checking toner levels, running out of paper, receiving junk mail, or paper getting jammed when you use our fax reception service. Our fax number can be printed on your stationery and we'll receive faxes on your behalf. Easy!

### Registered Office

You can use Kinetic Centre as your registered office address

(mail reception clients only) and a registered office sign can be displayed in the reception area.



### Training, Meetings, Presentations and Interviews

Our range of air-conditioned training and meeting rooms and video conferencing suite are easily accessible, with free on-site visitor parking. You can book rooms in advance with our telephonists who will be happy to arrange any catering you require, at competitive prices.

### Secretarial and Book keeping

You'll be offered a range of secretarial and bookkeeping services ranging from copy typing to Sage accounting, colour copying and everything in between – see separate information sheet.

### Business Desk

A desk in a shared office is ideal for new start-ups, small businesses, or anyone who is out of the office so much that they cannot justify the cost of an individual office. You can sometimes feel a bit isolated working from home, so come and join Kinetic's friendly and professional business community and use a business desk as and when you need it, on a daily, weekly or monthly basis – see separate information sheet.

### Terms

Payment is only by Direct Debit or recurring credit card authority. Fixed charges are taken one month in advance on the first business day of each month and the variable charges in arrears on the 15th of each month.

Variable charges are invoiced monthly. All overseas payments are required by bank transfer net of transaction costs. Credit card payment may be made for the deposit and initial term if time is short, however there is a 3% surcharge. No services can be commenced until the initial payments are received.

The contract is for a minimum of 3 months with one calendar month's notice thereafter.

### Costs

<b>Call Reception</b>	£55 per month (incl. 25 messages)
Messages	50p each
Call forwarding	BT business rates

<b>Mail Reception</b>	£35 per month
Forwarding mail	Cost plus 15%

<b>Fax Reception</b>	£10 per month
Incoming	40p per page
Outgoing	75p per page UK Europe/US £1 Rest of World

### Registered Office Facilities

Reg. Office address	£35 per annum
Sign in reception	£35 (one off cost)
Deposit	£100 (refundable)
Non – UK deposit	£200 (refundable)

**All prices exclusive of VAT  
We guarantee no set up charges or hidden extras**