

Business Address Package

- ▶ A distinguished business address
- ▶ Mail Handling Service- Weekly Post Forwarding and/or Collection

Post can also be collected at the client's convenience/One time set up fee £50.00

£35.00pcm + VAT

Virtual Office Package

(*business address & telephone answering)

- ▶ A distinguished business address
- ▶ Mail Handling Service- Weekly Post Forwarding and/or Collection
- ▶ Live Receptionist
- ▶ 10 free calls pcm

calls taken on behalf of your company, charged at £1.30 per message/One time set up fee £50.00

£54.00pcm + VAT


You can also bolt on access to our boutique Business Lounge for meetings with clients at the below rates*:

- ▶ 2 weekly Business Lounge visits for a year (for a total of 104 visits) - £155.00
- ▶ Unlimited Business Lounge visits for a year - £235.00
- ▶ One-off Business Lounge visit - £25.00

To set up a virtual office with The Offices, you will need to provide us with the following:

- ▶ Driving Licence
- ▶ Passport
- ▶ Utility Bill – dated within the last 3 months

We will also need you to make an appointment to pop into 53 King Street to have one of our Directors verify your information. Once your information has been received and verified, we work on a turnaround time of 5-10 working days.

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