

Some frequently asked questions about Virtual Office

Who is a Virtual Office suitable for?

> Anyone who is on the move, working from home, starting up, expanding or simply just requires extra resources without paying out unnecessary costs.

What are the benefits of having a Virtual Office?

> Keep overheads low, while presenting your business as a professional, larger entity. Own your own business address without the costs involved in setting up an office and employing staff. A full range of secretarial services are available to support all your business needs including faxing, photocopying and typing.

How long does it take to set up my Virtual Office?

> We can have you up and running on the same day providing we receive all the necessary documentation and set up fees.

Can calls be diverted to another number?

> Yes, calls can be diverted to any landline or mobile whilst giving the caller the impression they have dialled a local number.

How often is mail forwarded?

> Daily or weekly – we offer a bespoke service to suit your needs.

Can you issue mail on my behalf such as mail shots, invoices etc?

> Yes, we can offer full marketing administration services whether it is sending out your new brochure or targeted mail shot campaigns.

How often are messages from the telephone answering service forwarded?

> As soon as a message is received it will be relayed to you in the format you have requested.

Can I choose how I receive telephone messages?

> Yes, we can either fax, sms text message, email, send to voicemail or leave a message in your designated post room mailbox.

How much notice is required to book your conference rooms?

> Subject to availability, our small conference rooms can be booked at the last minute. However for larger events we recommend booking a minimum of 48 hours in advance.

What happens if I want to cancel my Virtual Office?

> Simply give one month's notice in writing.

Are there any hidden costs?

> There are no additional costs for changing your services or cancelling your Virtual Office.