

# VIRTUAL OFFICE PACKAGES UPDATED SUMMER 2016



**StartUP**

**Essential**

**ASSOCIATE**

**VIRTUAL OFFICE FEATURES** (items with [+] at additional cost)

	<b>£35</b>	<b>£55</b>	<b>£95</b>
Have your business post delivered to Workstation Reception	x	x	x
Access to Business support and Bureau Services	x	x	x
Mail Handling and Courier Services Arranged [+]	x	x	x
Listed on workstation Directory and Website	x	x	x
Invites to  CDI Business social events	x	x	x
Preferential Rates on Meeting room Hire	x	x	x
Showroom Bar Discounts and Offers	x	x	x
'In Profile' feature on Workstation Website		x	x
Registered Address facility		x	x
Dedicated Phone Line and Message forwarding		x	x
Calls Answered in Company name 8am-6pm Mon-Fri		x	x
Call Forwarding Services [+]		x	x
Use of  Co-Working suite			x

**Terms and Conditions of Virtual Office services**

All prices stated are subject to VAT at the current rate. We require photo ID and proof of residential address for all Directors and Beneficial Owners of Limited Companies signing up to Virtual Offices, in line with HMRC Money Laundering Regulations ([gov.uk/money-laundering-regulations-introduction](http://gov.uk/money-laundering-regulations-introduction)). Mail forwarding and courier services are chargeable items. Call forwarding will be billed by the minute. All payments must be made by Direct Debit. Two month's advanced payment is required as a deposit. Services will be terminated without notice if we do not receive payment in full and on time. All mail will be returned to sender, and calls will hear a not in service message. This service is operated by Paternoster Limited. Use of Studio505 subject to application. A £6 charge for an access fob will be made in order to use this service. We are duty bound to report fraudulent or suspicious behaviour. We reserve the right to terminate any element of this service at our discretion and without notice. Any services paid for in advance will be refunded if terminated. We require 2 full calendar months' notice to terminate.