

## Price List

Services are for a minimum term of 3 months\*. Receive 12 months for the price of 10 for annual contracts on service fees.

| Service   | Monthly Fee + VAT  | Additional Fees  | Deposit Req | Notice Period  |
|---|--|--|-------------|----------------|
| <b>Mailing Address Services</b>   |  |  |             |                |
| <b>Mailing Address</b><br>Collection  | £30.00   |  | £30.00      | * One month    |
| <b>Mailing Address</b><br>Forwarding  | £40.00   | Forwarding postage rates at current Franked Rates                      | £50.00      | * One month    |
| <b>Telephone Services</b>   |  |  |             |                |
| <b>Any area code telephone number provided with the following services</b>  |  |  |             |                |
| <b>Matching phone numbers available</b>   |  |  |             |                |
| <b>Call Answering</b><br>Calls answered in your company name  | £30.00   | 60p per message taken and forwarded via text, email, call or transfer. | £50.00      | * One month    |
| <b>Automated Answering</b><br>Voicemail to email  | £30.00   |  | £50.00      | * One month    |
| <b>Telephone Rental Adapt App</b><br>Landline to device service   | From £33.00  | £6.00 for 4 device bundle<br>£35.00 for handset                        | £50.00      | * Three months |
| <b>Virtual Office Package</b>   |  |  |             |                |
| Mailing address, 2 telephone numbers and 4 hours use of meeting area / 1 hour secretarial service. £90.00 per month (or £100 mail forwarding + postage) |  |  |             |                |
| <b>Office Services</b>  |  |  |             |                |
| <b>Hot Desking</b><br><i>(Included: see full list on page 3)</i>  | Per hour - £10.00<br>Half day - 8.45am – 12.45pm or 1.00pm – 5.00pm - £25.00<br>Full day - 9.00am - 5.00pm - £40.00<br>Full month - £400.00<br>2 persons max |  | £200        | None           |
| <b>Serviced Office</b><br><i>(Included: see full list on page 3)</i>  | £500.00  |  | Six weeks   | * One month    |
| <b>Meeting Area</b><br>Minimum<br>1 hour  | 1 - 3 persons - £5.00 per hour<br>4 – 6 persons - £10.00 per hour  |  |             |                |
| <b>Secretarial Services</b>   | £18.00 per hour<br>Quotation for project work upon request   |  |             |                |
| <b>Fax/Scan to Email</b>  | 30p per 4 pages (minimum charge £0.30)   |  |             |                |
| <b>Photocopying</b>   | A4 black – 5p, A3 black – 10p, A4 colour – 35p, A3 colour – 45p  |  |             |                |

Plus VAT where applicable