

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
Mailing Address Services				
Mailing Address Collection	£30.00		£40.00	* One month
Mailing Address Forwarding	£40.00	Forwarding postage rates at current Franked Rates	£50.00	* One month
Telephone Services				
Any area code telephone number provided with the following services				
Matching phone numbers available				
Call Answering Calls answered in your company name	£30.00	60p per message taken and forwarded via text, email, call or transfer.	£50.00	* One month
Automated Answering Voicemail to email	£30.00		£50.00	* One month
Telephone Rental Adapt App Landline to device service	From £33.00	£6.00 for 4 device bundle £35.00 for handset	£50.00	* Three months
Virtual Office Package				
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)				
Office Services				
Hot Desking <i>(Included: see full list on page 12)</i>	Per hour - £10.00 Half day - 8.45am – 12.45pm or 1.00pm – 5.00pm - £25.00 Full day - 9.00am - 5.00pm - £40.00 Full month - £400.00 2 persons max		£200	None
Serviced Office <i>(Included: see full list on page 12)</i>	£500.00		Six weeks	* One month
Meeting Area Minimum 1 hour	1 - 3 persons - £5.00 per hour 4 – 6 persons - £10.00 per hour			
Secretarial Services	£18.00 per hour Quotation for project work upon request			
Fax/Scan to Email	30p per 4 pages (minimum charge £0.30)			
Photocopying	A4 black – 5p, A3 black – 10p, A4 colour – 35p, A3 colour – 45p			

Plus VAT where applicable