

VIRTUAL OFFICE

OUR PACKAGES

Our Virtual Office packages offer the advantage of a business address and professional call answering at a fraction of the cost of an office and is ideal for startups, home workers and non-desk-based businesses.

We offer 2 packages (Post and Post & Phone) so you can choose what best suits your business, with the flexibility to amend the service with only 1 months' notice.

We also offer a Registered Address service which can be taken in addition to a Post or a Post & Phone package

The details of the packages available are as below:

	Post	Post & Phone	(Available as an add on package only)
Price (per month unless otherwise stated)	£25.00 (per month)	£75.00 (per month)	Registered Office Address £30.00 (per annum)
Dedicated mail box	✓	✓	-
Business correspondence address	✓	✓	-
Registered address	-	-	✓
Mail forwarding options*	✓	✓	-
Option to have signage in reception*	✓	✓	Required
A Huddersfield telephone number	-	✓	-
Call answering** (up to 60 calls per month)	-	✓	-
Message relay (via email or SMS)	-	✓	-
Voicemail Box with remote access	-	✓	-
Deposit (2 months service charge plus VAT)	£60.00	£180.00	£36.00

* Additional charges apply

**Additional call bundle packages are available to purchase.

All quoted prices are exclusive of VAT unless stated

Benefits of a Virtual Office package at The Media Centre include*:

- A discount of 50% on meeting room hire.
(A guide for all rooms, including rates is available from reception with discounted prices beginning at £14 per hour)
- Access to a client only break out space
- Access to our Flex hot desk area (1 day's free desk hire for 1 person per calendar month then a 50% discount on further day or weekly hire in that month. Discounted prices begin at £5 per day)
- Invitations to all social, networking and knowledge sharing events hosted by The Media Centre.
- The opportunity to have your business name displayed in The Media Centre Reception.

*These benefits are provided as added value services during business hours (Monday to Friday 8.30am to 5pm) and are subject to availability. The Media Centre reserves the right to amend / withdraw these offers at any time

Becoming a Virtual Office client:

If you would like to become a Virtual Office client contact our team on 01484 483000 / info@themediacentre.org and we'll send over the application information so you can give us the information we need about your business to get your services up and running