

# VIRTUAL OFFICE SERVICE

Services	Bronze	Silver	Gold
Basic monthly charge per calendar month.	£37.50	£65.00	£85.00
Use of Business Centre address for correspondence, letterheads etc, to provide your company with a real business presence.	✓	✓	✓
Mail handling and forwarding of mail – All mail will be confidentially handled, it can be stored at the centre for you to come in and collect or can be forwarded to an alternative address, cost of postage to forward items will be recharged.	✓	✓	✓
Access to outgoing (and franked) mail services including special delivery, recorded delivery and international mail, postage costs will be recharged.	✓	✓	✓
Parcel delivery and collection service available using the Business Centre address for standard sized items only, available Monday to Friday 9am to 5pm.		✓	✓
Use of Business Centre main telephone number for incoming calls, message taking service.	✓	✓	✓
Unique company telephone number answered / greeting in the name of your business, message taking service.		✓	✓
Access to general office support, photocopying, laminating etc, costs will be charged.	✓	✓	✓
Use of conference room / small meeting room charged at internal rate.	✓	✓	✓
Use of the small meeting room for ½ day per month			✓
Included in Centre marketing.	✓	✓	✓
Use of the Hot Desks/Booth in the Reception area, to be pre-booked with the Reception Team.	✓ 3 hour use per month	✓ 6 hour use per month	✓ 9 hour use per month

(All prices excluding vat)

For more information or to apply, please contact us on  
01507 617777 or email [fec@e-lindsey.gov.uk](mailto:fec@e-lindsey.gov.uk)

## Terms & Conditions

- All agreements will be for a minimum period of three months and we will require one month's notice in writing to terminate the agreement
- Charges are payable in advance on the first day of each month
- Charges for additional services received throughout the month will be invoiced separately on a monthly basis. If payment is not received for services before the end of the month the facility will be automatically terminated
- All post or packages collected will need to be signed for. Only named people will be able to collect post, packages or messages

