



OPEN
SPACE.
MEETING ROOMS

VIRTUAL OFFICE

GIVE YOUR BUSINESS A PROFESSIONAL FACE



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Virtual Office is a cost effective and flexible way to work from home, expand or reduce costs whilst still projecting a professional local presence.

Use Open Space as your business address and allow us to handle your mail by forwarding it on or holding it for you to pick up.

Choose from address & mail only or add a landline number for the full Virtual Office package.

ABOUT

PACKAGES

02

BUSINESS ADDRESS & MAIL HANDLING | FROM £28 PCM

Use an Open Space business address and let us handle all your business mail. Collect your mail from Open Space or have it forwarded to any location. Choose from either a daily or weekly service.

Packages include:

- Company house registration (optional)
- Business correspondence address
- Mail handling (collection and/or forwarding available)

ADDRESS, MAIL & PHONE | £60 PCM + Call Charges

- Business address
- Mail handling
- Local telephone number
- Call forwarding to a number of your choice

03

BUSINESS ADDRESS & MAIL HANDLING | FROM £28 PCM

	Business up to 4 mailing names	Business + up to 10 mailing names
Monthly plan *3-month min.	£132 (£44pcm)	£165 (£55pcm)
3months	£132 (£44pcm)	£165 (£55pcm)
6 months	£240 (£40pcm)	£300 (£50pcm)
12 months	£384 (£32pcm)	£540 (£45pcm)
2 years	£672 (£28pcm)	£960 (£40pcm)

Notes: All prices are ex VAT

Monthly rates are included for demonstrative purposes

SET UP FEE: £30 for monthly and 3 monthly packages only

Mail forwarding: Postage cost + 15%

(special delivery/ recorded = postage + £2.50)

PRICE LIST

ADDRESS, MAIL & PHONE | £60 PCM + Call charges

SET UP FEE: £30 + vat (for monthly package only)

Monthly cost: £60 + vat (12 month Minimum)

Monthly package

Payment terms: First 3 months and set up fee to be paid in advance of the start date. Monthly payments to commence by Direct Debit or Standing Order in advance of month 4.

For cancellation of service 30 days' notice must be given in writing.

12 Month package

Payment terms: No set up fee. Upfront payment of £720+vat to be paid in advance of the start date. For cancellation of service 30 days' notice either way must be given in writing.

Mail forwarding: Postage cost + 15%

(special delivery/ recorded = postage + £2.50)

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Important notes:

1. Services such as Mail Forwarding are optional and are charged for in addition to mailbox rental.
2. All prices displayed exclude VAT at current rates unless specified otherwise.
3. Payment for the Mailbox Service selected is payable in full in advance for the rental period selected. Prices per calendar month are displayed only to help you break down costs. There will be no refunds for cancellation by the Customer of the Mailbox Service or any part of it. Please review our full terms and conditions of rental.
4. A Personal Mailbox is designed and priced to handle private mail only and cannot be used for Business purposes. Please select Business or Business+ alternatives if you require a mailbox/ mailing address to support your business
5. All Mail will be kept in a secure location until collection. Collections can only be made between 9am and 5.30pm weekdays unless other arrangements are made.
6. The monthly payment plan is for a minimum of 3 months only. Payment for each month must be made in advance by Direct Debit or Standing order.
7. Cancellations within the agreed package period cannot be refunded.

Ts & Cs

CONTACT US

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BOOK ONLINE

www.openspacerooms.co.uk/check-availability



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THANK YOU

THE PERFECT SPACE FOR YOUR MEETINGS

WAY
OVER
WAY