

Signal Centre Virtual Office Service:

Mail Address Service £30.00 per month + VAT:

Mail address service allows companies to use Signal's address to have post delivered to and then collected from. Mail can be forwarded at a frequency and method as per clients' instructions at a cost of Royal Mail's Rate plus an administration charge. Faxes and mail can be scanned and e-mailed immediately and forwarded in batches as requested.

Scanned Mail- Mail can be opened and scanned on receipt with originals forwarded on a weekly/monthly basis. Mail and faxes are scanned at a cost of 10p per page.

Benefits:

- Business Postal Address that won't change
- Mail forwarding service by Postal Sort (postal charges apply)
- Scanned Mail- Mail can be opened and scanned on receipt with originals forwarded on a weekly/monthly basis. Mail is scanned at a cost of 10p per page
- Minimum one month contract
- Once application is approved, service can be set up and activated within one working day
- Always be a member of staff to accept mail and sign for special deliveries
- Discounted meeting rooms are available to hire for meeting with your clients (10 %)
- Your personal address is kept private

Virtual Office £50.00 per month + VAT:

This service has been designed to offer a risk free option for anyone interested in starting up a Business, or for an established business to expand into another region, without incurring the associated set up costs. The service has been designed to provide a professional answering service and mail receipt service.

Benefits:

- Business Postal Address - which won't change
- Mail forwarding service by Postal Sort (postal charges apply)
- Scanned Mail- Mail can be opened and scanned on receipt with originals forwarded on a weekly/monthly basis. Mail and faxes are scanned at a cost of 10p per page
- Dedicated telephone number answered in your company greeting by experienced local staff with immediate message notification by e-mail.
- Access to a fax number
- Mentoring with Business Advisor to assist business growth
- Access to reception services include copying, printing, binding etc (costs apply).
- Discounted meeting rooms are available to hire for meeting with your clients.
- Available on a flexible minimum contract of one month

The above services would be payable in advance per month.

Please note, all businesses applying will be vetted or credit checked to ensure they are commercially bona fide, have substance and not used for any unlawful purpose.