

VIRTUAL OFFICE BUSINESS SERVICES

2024

SERVICE PRICE LIST FOR NON-OFFICE-BASED CLIENTS

Accommodation Address:	Accommodation and Mailing Address Service: An Accommodation and Mailing address will be issued to you. Post will await your collection. <i>(We will email messages to you informing of post awaiting collection on a regular basis)</i> Alternatively: Post can be posted to you on a weekly basis or as required by arrangement, at the actual postal rate plus 20%, to include handling, packing, envelopes and labels. £50.00 + VAT per month
Telephone Message Service:	Message Answering Service: A Direct Dial telephone number will be issued to you. Our receptionist will answer your calls in your company name during office hours. Messages will be taken and recorded. Message Collection and Forwarding Service: Messages can be forwarded to you at your request as follows: You may telephone or call in to collect your messages during office hours. Alternatively: Messages can be given to you by telephone or email: <i>(Messages can be forwarded to you by email, included),</i> £55.00 + VAT per month - up to 25 calls handled <i>(Please note the above applies for calls within the UK only).</i> Please note we are open Monday to Thursday 08.30 to 5.30 and Friday 08.30 to 04.30 – after these times we have an answerphone.
Registered Office Service:	Companies House Registered Office You may use the AMBC address as your registered office at Companies House, only in conjunction with Accommodation Address and/or Telephone Messaging Service. £25.00 + VAT per month
Deposit	A deposit of £150 (No VAT) is required to start these services. One month's notice can be given by either party to terminate the services. Your deposit will then be returned to you less any monies owned to us, provided you have removed the AMBC address from Companies House. You will continue to be charged until this is confirmed.
Office Hire:	Subject to availability.



ABBEY MANOR BUSINESS CENTRE

- Office Services:** We can also provide other Business Centre Services including sending and receiving faxes, photocopying, meeting and conference rooms and secretarial services.
- Café:** We have a Café with WiFi Internet access, which is available for your use, serving freshly prepared food on the premises including meals, snacks and refreshments. We can also cater for business meetings and functions.
- Discount:** We will offer a discount if you are taking both the Accommodation and Telephone services, i.e. £45 instead of £50 for the accommodation, and £50 instead of £55 for the Telephone service.

VAT will be charged in addition to the above prices.
A three-month refundable deposit would also be required.

Invoices would be sent on a monthly basis to include any extra business services charges with payment required within 7 days.