

SWITCHBOARD LTD

Spiersbridge House, Spiersbridge Business Park, Spiersbridge Way, Thornliebank, G46 8NG
Tel: 0141 428 3848 E: reception@spiersbridge.co.uk

Virtual Office Packages

| Services | Virtual Office £55+VAT* | Telephone Answering £35+VAT* | Mail Holding £25+VAT* |
|------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------|--------------------------|
| South Side of Glasgow Address | ✓ | ✓ | ✓ |
| Receptionist to Answer calls in company name Mon-Fri | ✓ | ✓ | |
| Mail handling | ✓ | | ✓ |
| Access to meeting rooms and conference suite | ✓ | | |
| Notification provided when there is mail to be collected and stored in a safe place until collection | ✓ | | ✓ |
| Mail redirection available (charges apply) | ✓ | | ✓ |
| Local or Regional telephone number | ✓ | ✓ | |
| Secretarial Support (Extra cost) | ✓ | | |
| 24 hour voicemail Service | ✓ | ✓ | |
| Remote log in to redirect calls to alternative numbers (additional cost) | ✓ | ✓ | |
| Up to 50 free calls per month | ✓ | ✓ | |

***All prices are calculated on a monthly basis**

**** Additional charges apply**

I hereby agree to the terms and conditions outlined

Signature _____ **Date** _____