

At Village Serviced Offices we have four packages to choose from:

SILVER

Use of our prestigious Business Address with Mail Forwarding

Raise the profile of your company. Use the address on your website, business cards and letterhead. Our address can also be used as a registered address with Companies House. Post received can be forwarded twice weekly to one address or collected by the client. Post is sent out as received – ie Special sent as special. Special or recorded mail is logged. There is a 20% handling charge on postage and all couriers. One company name per Village Office licensee.

£75
PCM

GOLD 1

Call Forwarding Service

As above with the addition of one dedicated mainline phone number.

Calls are answered in the company name and forwarded to a landline/mobile/voicemail system. Easy access to an online portal allowing for flexibility for you to change and add forwarding numbers, see call logs and update operator notes. 60 calls per month are included. Above that calls transferred are charged at BT Business rate for mobile, landlines and International. Additional call forwarding options are available to other numbers on request.

£125
PCM

GOLD 2

Reception Service

A great first impression. Our call answering service provides a dedicated incoming line and we will answer your calls in your company name and greeting.

We are able in most cases to port your number onto our system. Calls are answered with announced calls and message taking and/or diverted to voicemail or a landline. Messages are sent to an allocated e-mail address.

The calls are always passed on to a ringing phone, there is no bounce back. Up to 60 calls per month included at no extra cost to your monthly fee and then charged at BT Business rate for mobile, landlines and International. Easy access to your online portal to update your preferred number and status. Calls are answered between 8:30 and 18:00 Monday – Friday. Above that calls transferred are charged at BT Business rate for mobile, landlines and International. Additional call forwarding options are available to other numbers on request.

£150
PCM

PLATINUM

Full Virtual Office Package

As Silver and Gold with the option to use our meeting room charged at £40ph up to 6 hours per month. As a virtual office customer you would have first refusal when an office becomes available.

£175
PCM

Bolt on Virtual Desktop

£100
PCM

This can be added to any of our packages. Your office desktop available anywhere in the world on any internet enabled device. Our package doesn't rely on your PC being switched on. Microsoft package included, data back up in real time to cloud storage, add further software packages as needed.

All licences are for a 3 month minimum period with a one month notice period.

There are no set up fees.

All prices include VAT.

At 60 High Street:

We work from a beautiful building in the heart of Wimbledon Village. We have 3 WCs, there are tea and coffee making facilities in our kitchen and plenty of eateries and coffee shops in the village. The meeting room also has a screen with free wifi and internet access which you can link your laptop to. There is also the technology to conduct a conference call. Payment for any package is via standing order one month in advance. Please let me know if you are interested in any of these options or would like to come and look around.

Ruth Hunter
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