

SUPPORT SERVICES PRICE RANGES

Package Services	What's Included	Price
Bronze Package	<ul style="list-style-type: none"> Professional Registered Office Address Business Mailbox & Mail Handling¹ 30% discount on Boardroom Bookings. 	£40 per month*
Silver Package	<ul style="list-style-type: none"> Professional Registered Office Address Business Mailbox & Mail Handling¹ Allocation of Malvern (01684) Geographic Phone number Telephone Answering Service² and/or Call forwarding 30% discount on Boardroom Bookings. 	£50 per month*
Gold Package	<ul style="list-style-type: none"> Professional Registered Office Address Business Mailbox & Mail Handling¹ plus 'Out of hours' message service. Allocation of Malvern (01684) Geographic Phone number Telephone Answering Service³ 30% discount on Boardroom Bookings. 	£70 per month*
Individual Services		
Business Mailbox	Professional Business address. Mail can be collected. Postal charges apply if mail is forwarded on. (scanning and forwarding by email available cost and detail on request)	£35 per month*
Telephony Services	20 calls a month. Calls are answered professionally with your business name. Accurate messages are taken and emailed. Out of Hours, messages will be forwarded on the next working day.	£45 per month*
Secretarial Support	Typing; spreadsheets; travel arrangements; scanning & secure shredding.	£20 per hour
Boardroom Hire (non-Package)	Telephone & Teleconferencing facility, Complimentary Tea & Coffee	£15 per hour

All Prices are Subject to VAT

*Discount available for annual payment

¹Postage charges apply for forwarding mail on electronically or by post. Collection incurs no additional charge.

² Call charges apply at £1.00 per call.

³ 40 (80 calls on Platinum Package) calls a month included. Any additional calls will be charged at £0.75 per call.