



Virtual Office

The perfect solution for growing businesses, a Virtual Office immediately creates the impression of an established and prestigious address with dedicated personnel representing your businesses.

At a fraction of the expense, but with all the impact of a permanent office, Virtual Office is the ideal first step for a new business venture or entry into a new market.

Whether you simply need a professional telephone answering service, or a full Virtual Office with access to meeting rooms and touchdown facilities, Portsmouth Technopole offers cost-effective options.



Why Portsmouth Technopole Virtual Offices?

- An affordable and professional presence in a key business location
- Immediate set up, immediate impact
- Access to impressive meeting and conference facilities
- Business administration services on a “pay as you go” basis
- Professional receptionists
- Calls answered in company name
- Bespoke messaging service
- Touchdown facilities available
- Transparent pricing structure and simple monthly fees

Full Virtual Office £110 per month + VAT

- Use of the business centre address and fax number
- Complete mail handling and forwarding
- Professional receptionists
- One assigned telephone number and personalised telephone answering service, call forwarding and company voicemail
- 4 hours usage of conference room at Portsmouth Technopole included per month

Note.

A fee is payable in respect of all incoming and outgoing faxes, mail and call forwarding, details of which are available at the building.



Telephone Answering Only Service £69 per month + VAT

- One assigned telephone number and personalised telephone answering service, call forwarding and company voicemail
- Use of the central fax number*
- Additional voicemail accounts are charged at £50 each per month

* A fee is payable in respect of all incoming and outgoing faxes and call forwarding, details of which are available at the centre.

Mail Only Service £49 per month + VAT

- Use of the business centre address
 - Complete mail handling and forwarding
 - Use of the central fax number*
- * A fee is payable in respect of all incoming and outgoing faxes and mail forwarding, details of which are available at the centre

Additional Chargeable Services Available

- Virtual PA services
- Secretarial services
- Photocopying
- Use of boardrooms at internal client rate
- Telephone charges at standard BT business rates
- Couriers
- Catering
- Dry cleaning

Virtual to Actual Office Space

As your business grows, moving from a Virtual Office to a Portsmouth Technopole office could not be easier.

The transition is seamless, complete within hours, and flexible terms are available.

Your address and telephone numbers can remain the same, so you save time and money allowing your business to grow and change without disruption.

