

Virtual Office Service

The ideal package for start up businesses, those working from home or those in the early stages of development. Our Virtual Office Service gives you the ability to portray a professional image without the cost of renting office space.

We offer two packages:

Standard Package

- Hold mail for collection or forward your mail on to you at the cost of postage.
- Accept parcels and packages on your behalf.
- Access to a fax number.
- Company name on building directory signage.
- Free link to your company website.

£40.00 per month (excl VAT)

Premium Package

In addition to the Standard package.

- A telephone number exclusive to your company.
- Calls transferred/diverted to a number of your choice at cost, or to your voicemail.
- Voicemail that can be accessed remotely 24 hours a day.

£40.00 per month (excl VAT) and telephone service packages start at an additional £18.00 per month (excl VAT). There is a one-off payment of £75 (excl VAT) for setting up the telephone service.

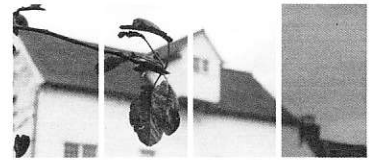
Telephone services offered with this package are provided by our partner Cloud Nine and are billed separately.

Meeting rooms are also available to hire at a discounted rate (see attached).

External signage can be provided with a choice of two locations (subject to availability). There will be an additional one off charge for this option.

Please note the notice period for our virtual office service is three months by either party.

Any communications whether by letter, fax or telephone will be treated in confidence by Moulsham Mill.



Application for a Virtual Office at Moulsham Mill

Name

Address

Telephone No.

Mobile No.

Company Name

Description of Business

Mail to be: Forwarded Collected

Address mail to be forwarded to

Intended start date

Any special requirements?

I wish to apply for the Standard service Premium service

I attach a Direct Debit instruction duly completed together with a deposit.

I will settle invoices for postage, telephone calls etc in the month in which they are received via direct debit.

I attach a full description of the business to which this application applies and confirm that I will comply with the terms and conditions.

Signed

Date



Reference Consent

I hereby give permission to Moulsham Mill to approach the following to obtain references connected with my application for a Virtual Office at Moulsham Mill.

1: Bank

Address

Account Name

Account Number

2: Business/Personal referee

Name

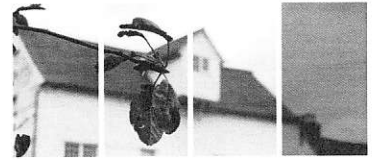
Address

Telephone No.

Signed

Date

Company/Organisation (if applicable)



Bank Reference

PLEASE ONLY COMPLETE SECTIONS 1 AND 3

1. Date

Bank

Account Name

Address

Account Number

2. Dear Sirs,

Please provide your opinion concerning the ability of your customer to meet a financial commitment of £_____ each month.

Your administration fee of £_____ is enclosed.

Yours sincerely,

Anita Goldsmith
Assistant Mill Manager

3. Consent

I/We (Print Name) _____ authorise

Branch _____

to provide a banker's opinion as stated above.

Signed _____ Date _____

Full Name _____

For and on behalf of _____