



## Does your business need that professional feel?

Whether you are based at home or you're constantly on the move with no need for a permanent office, Dexter Virtual Office will give you the right support with a prime business address and professional call and mail handling.

Dexter Serviced Offices offer a range of Virtual Office services designed to give small businesses or business start-ups the benefits of having a professional front office team, without the expense of hiring additional staff.

### ● These benefits include:

- A personalised telephone number
- A professional call handling and message taking service
- A home based telephone to ensure seamless calls and an out of hours service
- No more missed calls
- A choice of prime business addresses
- Post, parcel and fax management
- Priority meeting room booking

To find out more about how the Dexter Virtual Office Service can help your business please contact us on **0208 240 4444**.

### ● Which of these services suit you best?

- **Post handling** **£65 per month**  
Receiving your post at one of our prime business addresses
- **Telephone call and message taking service** **£65 per month**  
A personalised telephone number with professional reception staff answering your calls in your company name and either transferring the call to you or taking messages
- **Virtual Office Service** **£115 per month**  
Post handling, a personalised number with call answering and message taking service
- **Virtual Office Plus** **£150 per month**  
This is a Virtual Office Service which also includes a remote telephone handset, assigned with your personalised business telephone number. This will enable you to make and receive calls via your internet connection and all incoming and outgoing calls are free of charge from your handset\*.
- **Virtual Office Platinum** **£200 per month**  
All the benefits of Virtual Office Plus and 5 hours use of our meeting room per month plus use of the café and meeting area facilities during Reception hours.

*Prices exclude VAT and are net of a settlement discount. All Virtual Office Services will be invoiced quarterly in advance. A £150 deposit is required.*

*Termination of the service can be made at the end of any quarter by either the customer or Dexter Serviced Offices.*

*The Post handling service does not include any deliveries over large letter size. The following charges will apply, Royal Mail packet size will cost £2.50 per item and Parcel Size will cost £5.00 per item. To negate these charges you can select a 'Parcel Handling' service where a fee of £10 per month can be added to any of the options listed above. All items must be collected within 24 hours of notification or a storage charge of £5.00 per item per day will be incurred. Dexter Serviced Offices may refuse any deliveries over 5kg or larger than a Royal Mail small parcel.*

*For all other charges please refer to the Additional Services at Dexter Serviced Offices price list at [www.dexterservicedoffices.co.uk](http://www.dexterservicedoffices.co.uk)*

*\*If you have a physical handset an additional deposit of £150 will be required. Inclusive calls are subject to our 'Fair Usage Policy' as detailed in our Additional Services price list which is published on our website.*