

VIRTUAL OFFICE

Parallel House Portfolio

Per Month

Mail forwarding, including a designated head office address at Parallel House, and the use of our other premises at Fetcham Park (Fetcham) and Cams Hall (Fareham) as regional office addresses. Includes dedicated telephone answering and access to room hire at all centres

£160.00

Dedicated Telephone Answering Service

Calls to your dedicated line are answered in your company name. Callers can leave a message on your voicemail, or be transferred to a number of your choice for you to answer (you will bear the cost of transferred calls). Our voicemail offers 24-7 access. If a caller tries to contact you urgently, we will make every effort to contact you as soon as possible. Unless instructed, we do not give out other contact numbers to callers

£130.00

Telephone Divert Service

A single telephone number at your chosen centre will be on permanent divert to a number of your choice. Includes mail forwarding (you will bear the cost of forwarded calls, postage and envelopes)

£123.00

House Telephone Answering Service

Calls to the general number are answered in the 'House' name. Callers are asked to leave a message on voicemail, and you call in at your convenience to collect your messages

£80.00

Mail Forwarding

Use our prestigious address on your company stationery. Any mail received will be re-addressed and forwarded on the same day, or held for collection

£38.00
plus cost of postage
and envelope

Mail forwarding does not include receipt of parcels. Small parcels can be received by prior arrangement

£5.50
per parcel

Optional Extra

Additional voicemail boxes customised for individuals within your team

£25.00
one-off charge

Meeting Room Hire

As a Virtual Office client you will benefit from preferential rates when hiring meeting rooms at Parallel House, Fetcham Park and Cams Hall.

£POA
Please ask Client Services for a copy
of the Occupier Price List

Terms

All fees are invoiced quarterly and are due for payment in advance, by Direct Debit. A deposit of £100 or £200 for the Portfolio service, refundable on departure, allows Virtual Office clients to use Parallel House's facilities such as telephones, photocopying, room hire services, the call transfer facility, postage, and envelopes. A monthly account in arrears will be submitted for services used and will be settled by Direct Debit. These services are offered for a minimum period of six months, after which notice must be given, in writing, before further quarterly invoices are raised. Notice should arrive no later than the last day of the second month in any quarter.

VIRTUAL OFFICE

To use our service, please complete this form in full and return it with payment for the first quarter's fee + VAT, a deposit of £100 or £200 as appropriate, a completed Direct Debit mandate and other documents as requested.

Contact information for person booking service

Name:

Position:

Address:

Telephone:

Postcode:

Mobile:

Email:

Invoice information

Attention of:

Position:

Business:

Address:

Telephone:

Postcode:

Mobile:

Email:

Company reg no.

VAT reg no.

If not supplying a company or VAT number please provide evidence of residence/ownership of the invoice address
e.g. copy of utility bill or bank statement.

Please provide the following Virtual Office services _____ start date _____

- Parallel House telephone answering
- Dedicated Number
- House Number

• Telephone divert service to _____ or send to voicemail/permanently divert to _____

• Mail forwarding to _____

I understand that the following rules apply to the Virtual Office service:

- The service is for a minimum period of six months
- A Direct Debit mandate must be returned with this registration form
- Notice must be given in writing before renewal invoices are issued, i.e. by the last day of the second month in the quarter
- If our address is used on the web, social media or in directories, the service must continue until the directory is out of print or the website is amended. Google and social media profiles must be corrected on your day of departure. If a photograph of the property is to be used, only photographs authorised and supplied by Parallel House may be used. Copy accompanying the use of the photograph must be approved in advance by a company director before the use commences
- A deposit of £100, or £200 for the Portfolio service, will be held by Parallel House and, when the service ceases, any outstanding balances will be deducted before the deposit is returned
- Cancellation periods for room reservations apply, as detailed on the current price list
- Parallel House reserves the right to refuse the service, without further discussion, should they consider there to be a conflict of interest or incompatibility with their own or existing clients' business
- If at any time Parallel House consider a Virtual Office client's business activity to be incompatible or inappropriate, they reserve the right to cease the services instantly. This decision is at Parallel House's sole discretion
- Parallel House may not be used as a registered office for any business, nor may you attach your company name to Google Maps or other similar directories

Payment:

The first quarter's fee, together with a deposit of £100 or £200, is to be paid by bank transfer or card payment and accompany this form with a completed Direct Debit form. All future payments will be settled by Direct Debit.

Services required:

| Service | Quarterly or set-up fee (inc VAT) | Total |
|-----------------------------------------------------|------------------------------------------------------------------------|-------|
| Parallel House portfolio | £576.00 | |
| Dedicated telephone answering service | £468.00 | |
| Telephone divert service, including mail forwarding | £442.80 | |
| House telephone answering service | £288.00 | |
| Mail forwarding | £136.80 plus cost of postage & envelopes | |
| Additional voicemail box | £30.00 | |
| Deposit – payable by all clients | Post Forwarding £100 Telephone answering & Portfolio £200 | |
| Total fee for first quarter | | |

Signed _____

Date _____



Let's speak

ABOUT YOUR BUSINESS

We're here to give you the space and support you need,
so please get in touch and tell us what we can do for you.



Telephone

+44 (0) 1483 230300



Email

info@parallel-business.co.uk



Address

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PARALLEL
HOUSE



www.parallelhouse.co.uk

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