

# VIRTUAL OFFICES

---

Boost your profile and operational effectiveness for one small monthly fee with In Touch.



# In Touch

When your business needs everything but an office be In Touch with Parallel Business Centres

---

**Today's small businesses are often highly mobile or can operate effectively from a home base. Thanks to IT and mobile communications, a traditional office may be unnecessary.**

However, simply ditching the desks may deprive your business of the valuable support services that a business centre can offer.

Services your clients may still expect you to have on tap. Services that Parallel Business Centres can provide for one small monthly fee.

**Boost your profile and operational effectiveness with:**

- A prestige business address in an unbranded business centre
- Formal and informal meeting facilities
- Reception, telephone answering and mail handling
- Professional staff who know you and make your visitors welcome
- Business lunches organised
- Back-office support, including quality copying facilities and mailshot distribution
- AV and other specialist equipment available to hire

Yes, it is possible to source most of these facilities individually, but how many profit opportunities will you miss while trying to do so?

Join In Touch and you join Parallel's in-house business community with ready made opportunities for business support and inter-trading. And, when the time comes to grow, perhaps by taking office space in one of our centres, there is no need to change your business address or telephone number, or stationery.

In Touch is provided by Parallel Business Centres, a well-established group of fully serviced offices in heritage buildings at Guildford and Fetcham, near Leatherhead Surrey and Fareham, Hampshire. As an In Touch member, your business will have access to the facilities at each of these centres.

# In Touch Services

---

	Per Month
<b>Parallel Business Portfolio</b> Mail forwarding, to include designated head office at centre of your choice and then the use of our other premises as regional branch office addresses, provision of dedicated phone answering service at your nominated head office and access to room hire at all centres.	£160.00
<b>Dedicated Telephone Answering Service</b> Calls come in on a dedicated line and are answered using the client's company name; callers are either asked to leave a message on the voicemail or transferred to you at a number of your choice for you to answer (you will bear the cost of transferred calls). Our voicemail facility allows 24-7 access. In cases where a caller is trying to contact the client urgently, we will make every effort to contact them as soon as possible. We do not, unless instructed, give out other contact numbers to callers.	£130.00
<b>Telephone Divert Service</b> Single telephone number at your chosen centre to be on permanent divert to number of your choice. Includes mail forwarding service (you will bear the cost of forwarded calls, postage and envelope).	£123.00
<b>House Telephone Answering Service</b> Calls come in on the general number and are answered in the 'House' name; callers are asked to leave a message on the voicemail and clients call in at a time convenient to themselves to collect any messages.	£80.00
<b>Mail Forwarding</b> This allows the use of our prestigious address on your company stationery. Mail received will be re-addressed and forwarded on the same day, or held for collection.	£38.00 plus cost of postage and envelope
This does not include receipt of parcels. Small parcels can be received by prior arrangement.	£5.50 per parcel
<b>Fax Number</b> In conjunction with one of the above services, a fax number can be set-up and permanently diverted to your machine.	£11.00
Set up fee for above	£27.00 (one -off charge)
<b>Optional Extra</b> Additional voicemail boxes, customised for individuals	£25.00 (one-off charge)

## Terms

- All fees are invoiced quarterly and are due for payment in advance, by direct debit. A deposit of £100.00, or £200.00 for Portfolio service, refundable on departure, allows 'In Touch' clients to use Parallel's facilities such as telephones, faxes, photocopying, room hire services and the call transfer facility as well as postage and envelopes to forward mail. A monthly account, in arrears will then 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. i.e. to arrive at our offices no later than the last day of the second month, in any quarter.

# Office & Meeting Room Hire for In Touch

---

	Per hour	Per half day or evening	Per day
<b>Meeting Rooms</b>			
Small meeting room or offices for one day or two	£18.00	£68.00	£120.00
Garden Room	£29.95	£90.00	£150.00
<b>Boardroom Style</b>			
Oval Room	£35.00	£100.00	£185.00
<b>Theatre Style, up to 60 or for dining over 12</b>			
Oval Room		£145.00	£230.00
Reception Hall, evening only	£35.00		
Hotdesk and phone in open plan area, excludes calls	£5.70	£21.00	£42.50

Half day rate for periods 9.00am – 1.00pm, 1.30pm – 5.30pm or 6.00pm – 10.00pm. Day rate is based on 9.00am to 5.00pm. Evening use does not include provision of a receptionist or on-site staff back up. This service is available by negotiation, if required. Weekend rates are available from the Centre Manager for conferences, events and wedding receptions.

The above prices include mineral water, WIFI, use of screen, wipeboard and flip charts (which will be supplied with one pad, additional pads are chargeable).

Cancellation must be received a full working day before the event; otherwise a cancellation fee of 50% will be charged. When booking more than one room – cancellations cannot be accepted and the full rent will be due – unless re-booked by another client – in which case a 10% administration charge will be made.

Please request emailed menus and refreshments list from reception. We have a selection of working buffet menus, which include provision of napkins, china plates and are designed to be served from the conference table. Alternatively, we have the option of a full cordon bleu menu for hot or cold food, waiter service, linen, cutlery, china and glass. These prices will be subject to a one off booking fee of £5.

# Keeping your business In Touch

---

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 Fax

---

Mobile Email

---

---

## Invoice information

---

Attention of Position

---

Business

---

Address

---

Telephone Fax

---

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 & personal ID e.g. passport / driving licence.**

Please provide the following 'In Touch' services from: .....

- Parallel telephone answering
- Dedicated Number
- House Number
- Telephone divert service to..... OR send to voicemail OR permanently divert to.....
- Mail forwarding to: .....
- I will be using your fax number. Please forward all faxes to: .....

OR please set up a dedicated fax number and divert to .....

# Keeping your business In Touch

---

## I understand that the following rules apply to the 'In Touch' service:

- The service is for a minimum period of six months.
- That a direct debit mandate be returned with this registration form.
- That notice must be given in writing before renewal invoices are issued i.e. by the last day of the second month in the quarter.
- That if the address is used on the Web or in directories such as Yellow Pages, the service must continue until the directory is out of print or proof of amended website is provided.
- That a deposit of £100, or £200 for Portfolio service, will be held by Parallel Business Centres 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 Business Centres 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 Business Centres consider an 'In Touch' client's business activity to be incompatible or inappropriate they reserve the right to cease the services instantly. This decision is at Parallel Business Centres' sole discretion.
- Parallel Business Centres may not be used as a registered office for any business.

## Payment:

The first quarter's fee, together with a deposit of £100 or £200 is to be paid by cheque 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 Business Portfolio	£576.00	
Dedicated telephone answering service	£468.00	
Telephone divert service, inc. mail forwarding	£442.00	
House telephone answering service	£288.00	
Mail forwarding	£136.80 (plus cost of postage and envelopes)	
Fax number	£39.60	
Fax divert set up fee	£32.40	
Additional voicemail box	£30.00	
Deposit - payable by all clients		£100 £200 Portfolio
<b>Total fee for first quarter</b>		

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) 1329 227 444



Email

[info@camshall.co.uk](mailto:info@camshall.co.uk)



Address

Cams Hall, Cams Hill, Fareham,  
Hampshire PO16 8AB



[www.camshall.co.uk](http://www.camshall.co.uk)