

VIRTUAL OFFICES

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



All prices are subject to VAT

CAMS **CH** HALL

Virtual Office Service Options & Fees

Per Month

Cams Hall Portfolio

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.

£275.00

Dedicated Telephone Answering Service

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.

£170.00

Telephone Divert Service

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).

£160.00

Mail Forwarding

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

£58.00 plus cost of postage and envelope
£5.50 per parcel

Optional Extra

Additional voicemail boxes, customised for individuals

£25.00 (one-off charge)

Meeting Room Hire

As a Virtual Office client you will benefit from preferential rates when hiring meeting rooms at Fetcham Park, Parallel House and Cams Hall. Once you become a client you will be given access to the portal and your preferential prices to access our 3 offices with their exceptional meeting rooms.

£POA

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 & Telephone services, refundable on departure, allows virtual clients to use Cams Hall facilities such as telephones, 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.
- Cams Hall 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.

Virtual Office Booking Form

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 indicate Service Required (delete as necessary)

- Cams Hall Portfolio
- Telephone Divert Service
- Dedicated Telephone Answering
- Mail Forwarding:

Please advise address / telephone number you require calls &/or post forwarded to:.....

Start date:

Virtual Office Booking Form

I understand that the following rules apply to the Virtual 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 Cams Hall 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 Telephone and Portfolio services, will be held by Cams Hall 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
- Cams Hall 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 Cams Hall 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 Cams Hall's sole discretion
- Cams Hall 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
Cams Hall Portfolio	£990.00	
Dedicated telephone answering service	£612.00	
Telephone divert service, inc. mail forwarding	£576.00	
Mail forwarding	£208.80 (plus cost of postage and envelopes)	
Deposit – payable by all clients		£100 – Mail £200 – Telephone answering & Portfolio

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) 1329 227 444



Email

info@camshall.co.uk



Address

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www.camshall.co.uk

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