



## Business Centre Virtual Tenant Application

### Option 1 Prestigious Address

- A prestigious 'Kelham Hall' business address for use on company documents and business cards and Google listings etc.
- Mail Handling Service-we will handle your incoming mail and store it securely for collection. We can also scan or forward mail weekly (or by request) for a small service charge plus franking costs.
- 20% off State Room or Board Room hire for larger meetings / AGMS etc. Just £40 per hour + vat.

• **£30.00 per month + vat**

### Option 2 Virtual Office

- A prestigious 'Kelham Hall' business address for use on company documents, business cards and Google web listings.
- Mail Handling Service-we will handle your incoming mail and can scan/forward your mail weekly for a small service charge plus franking costs.
  - Your own unique direct dial number with softphone /smart phone client
- Free local and national calls from wherever you are whilst still displaying your direct dial number
  - Answer Machine with 24/7 pin access
    - Voicemail to email
    - Fax to email
  - Use of meeting small meeting room for up to 4 hours per month.
- 20% off State Room or Board Room hire for larger meetings / AGMS etc. Just £40 per hour + vat.

**£80.00 per month + vat**

Name of Applicant \_\_\_\_\_

Company Name \_\_\_\_\_

Legal Formation \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_