



## A Prestigious Covent Garden Address

Garden Studios Virtual Office brings you all the benefits of a central London office, without the expense. A prestigious address and central London telephone number, calls handled by professional reception staff, flexible meeting facilities and business support services *on an 'as required' basis* – to free you from the expense of a permanent office.

### A Garden Studios Virtual Office can help you if . . .

*You're setting up a new business but don't want the costs and commitment of a full time office.*

*You're a new but expanding business so need the flexibility of an inexpensive start with the option to upgrade to a permanent office (with the same address).*

*You're successfully working from home but want to present a more 'corporate image' to clients.*

*Your business is out-of-town but you'd like a cost-effective London presence.*

*Your trade organisation or training group needs a base for correspondence, meetings and training in London.*

*You're an international company and want a London address without considerable investment.*

*Your company is in the media/arts sector so you'd like the Covent Garden/Soho location.*

*You have a great business idea but want to minimise risk.*

*Your work takes you everywhere but everyone needs a base.*

*You have a short term project in central London.*



### Here are the options for your Covent Garden base . . .

#### A. Address

A prestigious central London address

Mail collected or posted out according to your instructions

Use our central London fax number

Use our six different meeting rooms at the same rates as in-house clients

Support services at the same rates as in-house clients, such as secretarial, PA services, post opening, scanning, emailing and faxing

*One hour's free use of our interview room per month*

Monthly cost: £50 + VAT

Deposit: £200 for average service users. We reserve the right to increase this for higher service users

Set up: £50 + VAT

## B. Address and Auto Call Forwarding

Everything in the Address package, plus

Calls are automatically forwarded to an external number without being answered on the switchboard. Requires a DDI (direct dial-in) number.

*Two hour's free use of the interview room per month*

Monthly cost: £100 + VAT

Deposit: £350 for average service users. We reserve the right to increase this for higher service users

Set up: £75 + VAT plus cost of outgoing calls

For each DDI number: £100 + VAT

## C. Address and Telephone answering

Everything in the Address package, plus

Personalised telephone answering in your company name by our reception team. Call handling according to your instructions: dealing with clients, re-routing calls to voicemail or giving additional contact numbers. Requires a DDI (direct dial-in) number.

Voice mail - accessible 24/7 from any location

*Two hour's free use of the interview room per month*

Monthly cost: £120 + VAT

Deposit: £400 for average service users. We reserve the right to increase this for higher service users

Set up: £75 + VAT plus cost of outgoing calls

For each DDI number: £100 + VAT

## D. Address, telephone answering and call forward

Everything in the Address and Telephone Answering package, plus

Calls can be forwarded to external numbers, e.g. your home or mobile number. (The first number is free, subsequent numbers £20 + VAT per month each.)

Monthly cost: £140 + VAT plus cost of outgoing calls

Deposit: £450 for average service users. We reserve the right to increase this for higher service users

Set up: £75 + VAT

For each DDI number: £100 + VAT

### You can add the following services to your package

If you use Garden Studios as your registered address: £15 per month

Call forwards to additional numbers: £20 per month per number plus cost of calls

Time of day redirection – prices on application

Noticeboard sign in reception: First year £50 and £35 per year thereafter

Meeting Space for two to twelve from £20 + VAT per hour as required.

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Daily office rental (subject to availability).

Offices start from £450 per month and occasionally we let offices for short-term projects.

As a member of our Virtual Office you have the benefit of the following services at the same rate as our in-house clients:



## Reception

Our reception area is situated on the ground floor in the main entrance of Garden Studios. Our team of receptionists provide a friendly welcome and professional service to you. We offer a range of services such as postal sorting and collection, accepting parcels, ordering couriers, secretarial work, organising meeting rooms and greeting visitors.

## Direct dial-in numbers

DDI (direct dial-in) numbers give a professional touch as we answer calls in your company name at reception. Alternatively, calls can go directly to your office or to voicemail when required (e.g. after hours and weekends). *There's a one-off fee of £100 for DDI numbers and a range of numbers for you to choose from*

## Meeting Facilities

All meeting rooms are air-conditioned, equipped with a whiteboard, flipchart and conference phone in addition to the listed equipment. Projectors are available upon request. All equipment is included in the price except for the data projector which is an additional £10 per hour.

**Refreshments and catering.** Refreshments included in the cost of the rooms (unless otherwise stated) refer to coffee, tea and biscuits. Water can be provided, but please request this at the time of booking. With 24 hours' notice we can also organise full catering for your meetings, contact us for menus and ideas.

	Conference room 1*	Conference room 2*	Conference room 3*	Conference room 4*	Conference room 5*
Hourly	£30.00	£25.00	£20.00	£35.00	£25.00
Daily	£225.00	£190.00	£150.00	£265.00	£190.00
Seats	8	6	4-6	12-20	6

**Conference Room 1 – Ground Floor:** Seating for up to eight people.



**Conference Room 2 – Ground Floor:** Seating for up to six people.



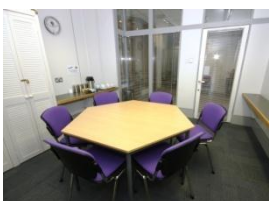
**Conference Room 3 – Lower Ground Floor:** Seating for up to four people.



**Conference Room 4 – Lower Ground Floor:** Seating for up to twelve people with flexible table arrangements to suit meetings, training or discussion groups, or conference style seating for up to twenty people. The room is equipped with TV, video and DVD player. Tea, coffee and biscuits for up to twelve people included.



**Conference Room 5 – Ground Floor:** Seating for up to six people.





## Roof Terrace

The recently opened roof terrace is a decked area on the roof with garden furniture and plants to provide a welcome chill-out area for your relaxation and enjoyment. We will also consider hiring out the roof terrace for private functions.

## PA/Secretarial services

We offer secretarial services such as word processing, mail-shots and envelope stuffing. Plus, we provide PA services such as confidential letter opening *and faxing, and diverting telephones in your absence. If you're running late for a meeting, just let us know – we'll welcome and look after your clients.* We may be able to help you with special projects, please contact us to discuss your requirements.

## Postal services

All post is sorted and ready for collection each morning. Outgoing mail is collected each evening at 4.45 pm from reception. We can frank your outgoing mail and organise special (e.g. guaranteed) deliveries.



## Computer support

We have secured a deal with a computer support company that offers IT maintenance and backup. The service consists of a remote helpdesk facility and callouts at very competitive prices. (Availability subject to location – contact us for more details.)

## Photocopying

We have three photocopiers, on the ground, first and third floors. If you have a large amount of photocopying to do, our receptionists will do this for you, charged at the hourly secretarial rate.

## Courier services

Our couriers are speedy and efficient offering local, national and international deliveries.



## Kitchen facilities

We have fully equipped kitchens on the second floor, first floor Drury Lane and a coffee making area on the ground floor. Cold drinks vending machines are also available.

## Catering

We can organise catering for your meetings. Please give 24 hours' notice.

## Security

Garden Studios takes security very seriously. The building is alarmed after hours with the Metropolitan police recommended Redcare system. The alarm system is monitored 24/7 and there is CCTV surveillance throughout the building. All visitors are signed in at reception.

## Intercom system

We have a mobile intercom system available if you are waiting for visitors or using the meeting rooms after hours. There is a £5 charge for the duration of the meeting.

## Professional support services

Over the years we have formed good relationships with experienced professionals, so we are happy to put you in touch with insurers, solicitors, accountants, technicians, recruitment agencies etc. We also maintain close ties with Business Link for London (who helped us achieve Investors in People) and local universities, such as City University.

## Other services

These include document binding, laminating and faxing – ask us for details.

## Immediate Start Up

Garden Studios Virtual Office offers immediate start-up *subject to receipt of deposit, first month's fee, administration fee of £50 - £75, DDI fee (where applicable), signed agreement, signed direct debit form and a bank reference. No legal fees.*

## PRICE LIST

### Secretarial

£7.50 per page (minimum), or £20.00 per hour (Additional printing and labels 50p per copy. Clients can have their data stored on a personal disk at no extra cost.

### PA Services

Hourly £20.00  
Minimum charge £ 5.00 (15 minutes)

### Emailing messages

£1.00 per brief message or  
£5.00 per page

### Scan and email

£1.00 per page

### Franking

Standard postal rates with a service charge of 25%. Special and recorded delivery are standard charges plus a £2.00 handling fee.

### Document Binding

£4.50

### Laminating

A4	£2.00
A3	£3.50

### Facsimile

Incoming	£0.40 per page
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#### Outgoing

UK	£0.60 per page
Europe	£1.10 per page
USA/Canada	£1.60 per page
Rest of World	£2.10 per page

### Photocopying

13p per copy - A4

All prices are exclusive of VAT.

*If you're not a member of Garden Studios or Virtual Office, we are still happy to provide these services but without the discounts. Please contact us for more information.*

**For further information about our serviced offices, please contact:**

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