

Virtual Office Services

The Virtual Office is the economical alternative to renting office space and is ideal for people working from home or companies requiring a regional address.

Mailbox Service

This service is perfect if you want a Virtual presence in the North East without the cost of an office. The Mailbox Service includes:

- Choose a Business Centre where you would like to have your business address
- All mail will be collated for you and kept for you to collect during Reception hours
- Mail can be forwarded daily / weekly / as required (*additional postage costs will apply*)

Mail Scanning

This service can be used if you wish for your mail to be scanned to you via email as soon as it's delivered.

- Choose a Business Centre where you would like to have your business address
- Mail will be scanned and emailed to you on the same business day

Personalised Call Answering Service

Who answers your phone when you are busy or in a meeting? Ensure you don't miss any important business calls when you are unavailable with our Call Answering Service.

- Calls are answered in your company name with a professional administrative presence during office hours
- Messages are passed to you via email or telephone call

Call Diversion

- Telephone number set up
- Incoming telephone calls diverted to another number

Virtual Office Services are available at:

- Enterprise Business Centre, Aberdeen
- Burnside Business Centre, Peterhead
- Dundee Business Centre, City Quay
- Ellon Business Centre
- Fraserburgh Business Centre
- Huntly Business Centre
- Crichtiebank Business Centre, Inverurie
- Thainstone Business Centre, Inverurie
- Newmachar Business Centre
- Westhill Business Centre

For more information on our Virtual Office Services, please contact Jacqui Dickie:

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t: 01651 863600

Virtual Office Services

Enterprise Business Centre, Aberdeen & Westhill Business Centre

Mailbox	£35 + VAT per month
Mail Scanning	£100 + VAT per month
Call Answering	£50 + VAT per month
Call Diversion	£20 + VAT per month

- First 6 months payable in advance; then Direct Debit every 6 months
- All call answering services will incur a one off non refundable connection fee of £150 + VAT which must be paid in advance
- VAT will be charged at the current standard rate
- Mailbox – Mail can be forwarded to alternative UK address as you require (daily / weekly etc) but an additional charge for postage + 10% (handling fee) will be incurred
- Call Diversion – price excludes divert usage price at BT Standard Rates:
(local/national – 1p per minute, Mobiles – 9p per minute)

All Other Centres

Mailbox	£25 + VAT per month
Mail Scanning	£75 + VAT per month
Call Answering	£45 + VAT per month
Call Diversion	£20 + VAT per month

- First 6 months payable in advance; then Direct Debit every 6 months
- All call answering services will incur a one off non refundable connection fee of £150 + VAT which must be paid in advance
- VAT will be charged at the current standard rate
- Mailbox – Mail can be forwarded to alternative UK address as you require (daily / weekly etc) but an additional charge for postage + 10% (handling fee) will be incurred
- Call Diversion – price excludes divert usage price at BT Standard Rates:
(local/national – 1p per minute, Mobiles – 9p per minute)

Combination of any 2 SERVICES - £5 per month discount applies