



The Portway ● Centre Limited

## Virtual Office Services

### BRONZE

**A virtual presence at The Portway Centre**

Use The Portway Centre as your business and/or registered address. The Portway Centre can be used as your preferred postal address. All mail received for your company will be held in our secure lockers for collection at your convenience. Alternatively, mail may be forwarded to your preferred address. \*

\*Package includes the forwarding of up to 5 pieces of outgoing first-class mail per week. Any additional mail will be charged at our standard franked rate.

**Quarterly in Advance: £180.00 (£60.00 pm)**

### SILVER

**Professional call handling**

Call handling plus all the benefits of our Bronze package. The Portway Centre Reception will answer telephone calls to your own dedicated number using your company name. You can choose to have your call forwarded to you, or we can take a message on your behalf and email it on to you.

**Quarterly in Advance: £360.00 (£120.00 pm)**

### GOLD

**Virtual Office**

Our Bronze and Silver Packages, combined with use of our coworking space five times a month. Work from The Portway Centre on an ad hoc basis. Our hot desks include your own desk, Wi-Fi, individual lockable cabinets, complimentary refreshments, and onsite carparking.

**Quarterly in Advance: £540.00 (£180.00 pm)**

Virtual tenants benefit from a 10% discount on boardroom hire when booked in advance.  
All prices are subject to VAT at the prevailing rate.

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