



CHILTERN HOUSE
BUSINESS CENTRE

VIRTUAL OFFICES

Chiltern House Business Centre

45 Station Road, Henley-on-Thames, Oxfordshire RG9 1AT

Telephone: +44 (0)1491 845 500 Fax: +44 (0)1491 845 501 E-mail: info@chilternhouse.biz www.chilternhouse.biz



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Overview

As a non-resident customer at Chiltern House you can choose from a menu of services to provide you with the business backup that means that your business is always giving the right impression and ensures that you no longer miss important calls or new business opportunities.

Call Reception

Our reception area is manned Monday to Friday from 9.00am until 5.30pm and all telephone calls received on your dedicate company number will be answered professionally in your company name.

Call Re-direction

Those calls can be forwarded to your chosen number * or if that number is busy or unattended calls can be forwarded to your personalised voicemail or messages taken and forwarded on via email or SMS. Forwarded calls are charged at standard BT business rates.

* We will transfer to a maximum of three external numbers. Should you require your calls to be transferred to more than three external numbers there is an additional charge of £10 per number per month.

Mailing Address

The Chiltern House Business Centre address can be used as your company's Registered Office Address.

Mail Re-direction

Mail is delivered to the Chiltern House address daily. We can then either notify you that there is post for you to collect or it can be forwarded first class to your designated address. Postage will be charged at standard Royal Mail or courier rates.

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Fax Handling

Faxes are received by a central fax number and will then be forwarded immediately to your chosen number or to your email. Costs are 10p per page for incoming faxes and 20p per page for outgoing faxes.

Meeting Facilities

Being a non-resident customer allows you free access (by appointment) to our break out/ reception area. This is perfect for informal meetings or just to drop in, read the paper and have a cup of coffee.

You can also use our Boardroom and Meeting Rooms for more formal meetings at significantly reduced rates.

Boardroom charges are as follows

- Cost per hour: £20.00
- Cost per half day (4 hours): £65.00
- Cost per full day: £120.00

Small Meeting room charges are as follows

- Cost per hour: £10.00
- Cost per half day (4 hours): £40.00
- Cost per full day: £80.00

Large Meeting room charges are as follows

- Cost per hour: £15.00
- Cost per half day (4 hours): £50.00
- Cost per full day: £100.00

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Secretarial and Administrative Services

A full range of secretarial services are available at £15 per hour based on a 15-minute unit cost. These services include word processing, document presentation, mail shots, database management, photocopying, meeting management and catering.

The cost of the Chiltern House Virtual package is £100 per month plus VAT and we ask that you sign for a minimum commitment of just three months.

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