

Virtual Office



Prestigious, professional, affordable mailing address and telephone handling services.

A prestigious office address backed by a professional support team.

Create the right first impression for your business with a professional office front and receptionist service, without the costs of a full-time office. Our Virtual Office service is available at all UBC^{UK} business centres across the UK, including some of our partner locations.

Virtual office clients benefit from a fantastic range of services, including:

- A registered business address: Choose your own address from any of our business centre locations. Use it for legal purposes, for your website and business cards, or simply to protect your home office address.
- Mail handling services: All incoming mail is received and either stored for collection or forwarded to the location of your choice.
- Your own 'reception service': UBC's own fully-trained receptionists answer inbound calls in your company name, and redirect calls or take messages according to your requirements. All calls are handled using our online phone management portal, and screened to filter out unwanted spam.
- On-site meetings: Enjoy FREE use of UBC's informal business lounge areas or book a fully equipped meeting room at discounted rates. Our receptionists will meet and greet guests and provide a corporate concierge service.
- A local telephone number: Create a local presence with a dedicated telephone number and area code.
- Day offices: Hot-desks are available to book on a preferential 'pay as you go' basis.
- Auto-attendant: An automated call answering service is also available - ideal for high volume inbound traffic or if you wish to direct calls to different departments.
- Grow your business: Receive invitations to UBC networking events to build your business contact book.

Get set up in no time

Call us now on: **0800 169 9822**

or complete our virtual office sign-up form

Our flexible virtual office service options

We offer a range of virtual office packages to suit your business, whatever your individual needs. Plus, when you sign up for any of our virtual office services, you'll also get a 10% discount on meeting room hire and hot-desking at any UBC location. Select the UBC Virtual Office that's right for your business.

Services Available	Mail Virtual Office £44.95	Personal Telephone Answering £69.95	Automated Telephone Answering £39.95	Full Virtual Service £99.95
Monthly Service Fee:				
Address & Mail Services				
Choice of corporate Business Address. Maximum 200 pieces of mail per calendar month	✓			✓
Mail Forwarding at pre-agreed intervals*	✓			✓
Mail scanning to email or fax at pre-agreed intervals*	✓			✓
Telephony Services				
Provision of an exclusive telephone number		✓	✓	✓
Up to 200 inbound calls per month included, additional calls chargeable at £1 per call.		✓		✓
Includes 1000 call transfer minutes to local and national numbers (transfer to mobiles, premium and international will be charged additionally)		✓	✓	✓
Use of local fax number		✓	✓	✓
Faxes forwarded to e-mail for 'priority' faxes		✓	✓	✓
Access to web-portal to manage your call history and messages		✓		✓
Provision of a single level Auto Attendant			✓	
Additional Business Benefits				
Preferential meeting room rates across the UBC network of Business Centres	✓	✓	✓	✓
Access to informal break out spaces at selected UBC centres	✓	✓	✓	✓
Optional 'Extras'				
Upgrade to Registered address facility (£50)	✓			✓
Addition of group companies Monthly Service Fee One off set-up fee Deposit	£24.95 - £24.95	£44.95 £30 £44.95	N/A	£69.95 £30 £69.95
Option of adding up to 10 call destinations. 1st option included, additional destinations £8 each per month and £30 setup each.			✓	
Addition of further Auto Attendant levels £15 per month, £30 set up fee and £15 deposit			✓	
Out of hours forwarding service £2.95 per month		✓	✓	✓
Hosted Voice recording £0.85/hour, subject to £30 set up fee		✓	✓	✓
Mail/Fax to e-mail service A4 Black & White £0.08p, A4 colour £0.20p	✓			✓
Terms and Conditions				
Deposit equivalent to 1 month service fee payable	✓	✓	✓	✓
Minimum 3 month term	✓	✓	✓	✓
Direct Debit Payment Only	✓	✓	✓	✓
One-off set up fee	£30	£60	£30	£60

* Forwarding by post or fax may incur additional charges at UBC prevailing service rates.

N.B. Pricing and service availability may vary at partner locations.

Full terms and conditions can be found at <http://www.ubcuk.com/terms-and-conditions-virtual-office-services>

About UBC^{UK}

Headquartered in Solihull near Birmingham, UBC^{UK} currently operates fully serviced and managed business centres in key UK locations, including Southampton, Brentford, Fleet, Cirencester, Birmingham and Warrington. UBC^{UK} also offers a growing portfolio of partner locations in London and the surrounding areas.

UBC^{UK}'s workspace hubs provide a wide range of flexible, professional business accommodation to suit firms of any size, ranging from startups and SMEs to multi-national corporations. UBC^{UK}'s dedicated on-site customer service teams pride themselves on creating supportive business hubs where growing businesses can thrive and succeed.



Interested in
learning more?

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0800 169 9822