



**trying to find ways to do
more in less time?**



**you need virtual office
the new service from Colbea**

virtual office - an affordable service for
small businesses backed by the reliability of
Colbea, Colchester's business advice centre



low cost, contracts to suit you, flexible and reliable, always professional

🕒 virtual office standard service:

- a business address – the Colchester Business Centre
- post/parcel sorting and holding for collection
- fax handling with hard copy receipt
- entry on the Colbea Business Incubation Centre website
- membership of an Enterprise Club with access to an extensive network of contacts
- free use of a meeting room by pre-booking - subject to availability
- reception service for visitors attending your meetings at the Colchester Business Centre
- free car parking for your visitors attending meetings at the Colchester Business Centre
- 24 hour broadband wireless access at the centre
- Colbea's easyplan service - business advice by qualified advisors
- Reduced hire rate of the training room at the Colchester Business Centre

£50pcm for 12m contract (£40pcm for businesses within Colchester Borough Council boundary)

£40pcm for 24m contract (£32pcm for businesses within Colchester Borough Council boundary)

🕒 select the virtual office optional services you need:

1. forwarding postal mail to any UK address - £20pcm plus postal charges
2. faxes forwarded to a number of your choice or scanned and sent via email - 40p per page
3. a dedicated DDI telephone with answering service in your company's name - cost for each number and DDI - £15.00pcm, plus:
 - for each chargeable call (sales calls are not charged) - £1.15 per call
 - for each text if SMS chosen for message delivery - £0.07 per/txt
 - for each patched calls if connected to mobile or landline - BT std ratesemail messaging - free of charge
voicemail account - free of charge
screening of sales calls - free of charge
4. Digital dictation transcription services - £16.50 per hour Monday to Friday,
4 hour turnaround for items received before 13:00, otherwise next working day

Terms and Conditions apply

For full details contact Colbea on 01206 548833

enquiries@colchesterbusinesscentre.co.uk

Colchester Business Centre, 1 George Williams Way, Colchester CO1 2JS