



## VIRTUAL OFFICES

EST. 1705 **FETCHAM** PARK

# When your business needs everything but a permanent office be **In Touch** with Fetcham Park

A Virtual Office provides the service clients expect you to have on tap. Fetcham Park can provide these services for one small monthly fee.

## **Boost your profile and operational effectiveness with:**

- A prestige business address in an unbranded business centre
- Formal facilities
- Reception, telephone answering and mail handling
- Professional staff who know you and make your visitors welcome
- Business lunches organised
- Receptions or evening/weekend dining
- Acres of private grounds to share with your visitors

Yes, it is possible to source most of these facilities individually, but we offer a one stop service with on site car parking.

Join In Touch and you join Fetcham Park's in-house business community. And, when the time comes to grow, perhaps by taking office space in one of our centres, there is no need to change your business address, telephone number, or stationery.

In Touch is provided by Fetcham Park, a well-established business centre offering flexible office space within a heritage building near Leatherhead. As an In Touch member, your business will also have access to the facilities at our business centres Parallel House, Guildford, Surrey and Cams Hall, Fareham, Hampshire.

## **Meeting rooms prices for Fetcham Park's In Touch clients**

### **The Hankey Room**

Situated on the first floor, the Hankey Room is a private and focused meeting space for up to 6 people with ergonomic Herman Miller chairs for your comfort, Wi-Fi, filtered water, and intelligent video conferencing are included. Large opening windows offering plenty of light and fresh air.

#### **Up to 6 people**

Hourly rate: **£25.00**

### **The Shell Room**

Spacious and comfortable ground floor room with direct access to the gardens. Large boardroom-style table and separate lounge seating area. Wi-Fi, filtered water, and intelligent video conferencing are included. Doors open directly onto the private gardens with a view of the fountains.

#### **Up to 12 people (Boardroom style)**

#### **Up to 50 people for a drinks reception**

Hourly rate: **£45.00**

Half-day rate: **£120.00**

Full-day rate: **£200.00**

### **The Salon**

Large and inspirational meeting and event space. Ideal for conferences, lectures and presentations with direct access to a private terrace and the gardens. Wi-Fi, filtered water, and intelligent video conferencing are included. Doors open directly onto the private gardens with a view of the fountains.

#### **Boardroom up to 28 people**

#### **Round Tables up to 70 people**

#### **Theatre Style up to 100 people**

Half-day rate: **£180.00**

Full-day rate: **£275.00**

Book online or call 01372 371000 for availability and meeting options.

Meeting room rates are for Monday – Friday from 8:30am – 5:30pm only. For evening and weekend events please contact us on [hello@fetchampark.co.uk](mailto:hello@fetchampark.co.uk) for a quote to match your needs. All prices are excluding VAT.

## VIRTUAL OFFICE SERVICE OPTIONS AND FEES

<b>Fetcham Park Portfolio</b>	Mail forwarding, including a designated head office address at Fetcham Park, and the use of our other premises at Parallel House (Guildford) and Cams Hall (Fareham) as regional office addresses. Includes dedicated telephone answering and access to room hire at all centres	<b>£275</b> per month
<b>Dedicated Telephone Answering Service</b>	Calls to your dedicated line are answered in your company name. Callers can leave a message on your voicemail, or be transferred to a number of your choice for you to answer (you will bear the cost of transferred calls). Our voicemail offers 24-7 access.	<b>£170</b> per month
<b>Mail Forwarding</b>	Use our prestigious address on your company stationery. Any mail received will be re-addressed and forwarded on the same day, or held for collection	<b>£58.00</b> plus postage costs per month and stationery
	Mail forwarding does not include receipt of parcels. Small parcels can be received by prior arrangement	<b>£5.50</b> per parcel
<b>Meeting Room Hire</b>	As a Virtual Office client you will benefit from generous preferential rates when hiring meeting rooms at Fetcham Park, Parallel House and Cams Hall. Once you become a client of Fetcham Park, your preferential meeting room prices will be applied to your online booking via the website portal. In addition, you can also book alternative and exceptional meeting rooms at our sister business centres in Guildford and Fareham.	

All fees are excluding VAT

**Terms** All fees are invoiced quarterly and are due for payment in advance, by Direct Debit. A deposit of £100 or £200 for the Portfolio service, refundable on departure, allows Virtual Office clients to use Fetcham Park's facilities such as telephones, photocopying, room hire services, the call transfer facility, postage, and envelopes. A monthly account in arrears will be submitted for services used and will be settled by Direct Debit. These services are offered for a minimum period of six months, after which notice must be given, in writing, before further quarterly invoices are raised. Notice should arrive no later than the last day of the second month in any quarter.

# VIRTUAL OFFICE BOOKING FORM

To use our service, please complete this form in full and return it with payment for the first quarter's fee + VAT, a deposit of £100 or £200 as appropriate, a completed Direct Debit mandate and other documents as requested.

## Contact information for person booking service

Name: ..... Position: .....

Address: .....

.....

.....

Telephone: ..... Postcode: .....

Mobile: ..... Email: .....

## Invoice information

Attention of: ..... Position: .....

Business: .....

Address: .....

.....

.....

Telephone: ..... Postcode: .....

Mobile: ..... Email: .....

Company reg no.\* ..... VAT reg no. ....

\*Mandatory

Please provide the following Virtual Office services from .....

- Fetcham Park telephone answering
- Dedicated Number
- House Number
- Telephone divert service to ..... or send to voicemail/permanently divert to .....
- Mail forwarding to .....

# VIRTUAL OFFICE BOOKING FORM

## I understand that the following rules apply to the Virtual Office service:

- The service is for a minimum period of six months
- A Direct Debit mandate must be returned with this registration form
- Notice must be given in writing before renewal invoices are issued, i.e. by the last day of the second month in the quarter
- If our address is used on the web, social media or in directories, the service must continue until the directory is out of print or the website is amended. Google and social media profiles must be corrected on your day of departure. If a photograph of the property is to be used, only photographs authorised and supplied by Fetcham Park LTD may be used. Copy accompanying the use of the photograph must be approved in advance by a company director before the use commences
- A deposit of £100, or £200 for the Portfolio service, will be held by Fetcham Park LTD and, when the service ceases, any outstanding balances will be deducted before the deposit is returned
- Cancellation periods for room reservations apply, as detailed on the current price list
- Fetcham Park LTD reserves the right to refuse the service, without further discussion, should they consider there to be a conflict of interest or incompatibility with their own or existing clients' business
- If at any time Fetcham Park LTD consider a Virtual Office client's business activity to be incompatible or inappropriate, they reserve the right to cease the services instantly. This decision is at Fetcham Park LTD's sole discretion
- Fetcham Park may not be used as a registered office for any business, nor may you attach your company name to Google Maps or other similar directories

## Payment:

The first quarter's fee, together with a deposit of £100 or £200, is to be paid by bank transfer or card payment and accompany this form with a completed Direct Debit form. All future payments will be settled by Direct Debit.

Services required:	Quarterly or set-up fee (inc VAT)	Total
Fetcham Park Portfolio	£990*	
Dedicated telephone answering service	£612	
Mail forwarding	£208.80*	
Deposit – payable by all clients	£100 Post Forwarding	
	£200 Telephone answering & Portfolio	

## Total fee for first quarter

\*plus cost of postage and stationery

Signed ..... Date .....

# WILKY

GROUP



## Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

The Wilky Group Ltd  
Parallel House  
32 London Road  
Guildford  
Surrey  
GU1 2AB

Service user number

4	0	6	6	1	8
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Name(s) of account holder(s)


Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank/building society account number

--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

### Instruction to your bank or building society

Please pay The Wilky Group Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Wilky Group Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The Wilky Group Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Wilky Group Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by The Wilky Group Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when The Wilky Group Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.





## LET'S SPEAK ABOUT YOUR BUSINESS

We're here to give you the space and support you need,  
so please get in touch and tell us what we can do for you.



### TELEPHONE

+44 (0) 1372 371 000



### EMAIL

hello@fetchampark.co.uk



### ADDRESS

Fetcham Park,  
Lower Road, Fetcham,  
Surrey KT22 9HD



[www.fetchampark.co.uk](http://www.fetchampark.co.uk)

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