



VIRTUAL OFFICES

EST. 1705 **FETCHAM** PARK

VIRTUAL OFFICE SERVICE OPTIONS AND FEES

Fetcham Park Portfolio	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	£350 per month
Dedicated Telephone Answering Service	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. If a caller tries to contact you urgently, we will make every effort to contact you as soon as possible. Unless instructed, we do not give out other contact numbers to callers	£275 per month
Telephone Divert Service	A single telephone number at your chosen centre will be on permanent divert to a number of your choice. Includes mail forwarding (you will bear the cost of forwarded calls, postage and envelopes)	£200 per month
House Telephone Answering Service	Calls to the general number are answered in the 'House' name. Callers are asked to leave a message on voicemail, and you call in at your convenience to collect your messages	£80 per month
Mail Forwarding	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	£75.00 plus postage cost and stationery
	Mail forwarding does not include receipt of parcels. Small parcels can be received by prior arrangement	£5.50 per parcel
Optional Extra	Additional voicemail boxes customised for individuals within your team	£25.00 one-off charge
Meeting Room Hire	As a Virtual Office client you will benefit from preferential rates when hiring meeting rooms at Fetcham Park, Parallel House and Cams Hall	£POA Please contact us for a price list

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:	<i>Quarterly or set-up fee (inc VAT)</i>	<i>Total</i>
Fetcham Park Portfolio	£1260*	
Dedicated telephone answering service	£990	
Telephone divert service, including mail forwarding	£720*	
House telephone answering service	£288	
Mail forwarding	£270*	
Additional voicemail box	£300 one-off charge	
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**



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

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Lower Road, Fetcham,
Surrey KT22 9HD



www.fetchampark.co.uk

March 2025