

## CAI - VIRTUAL OFFICE

### SERVICES

In addition to our office premises, the Centre for Advanced Industry offers a virtual office service.

To set up CAI Virtual, simply follow these simple steps

- ◆ **Contact CAI:** Call 0191 293 7000 or email janiceh@fabriam.com to set up an appointment to register
- ◆ **Registration:** We then set up facilities for your business, including mail box, security pass, network passwords/user IDs
- ◆ **Payment of Deposit:** This amount will be returned to you whenever you leave and all invoices have been settled
- ◆ **Business Address:** You can then use our office address on all your business stationery, website, emails etc.
- ◆ **Telecommunications:** We can offer dedicated landlines and a telecom system, which enables you to forward calls to a landline, mobile number or an answer call service. We can also provide you with information on virtual telephone/fax number providers and answer machine services/virtual PA services
- ◆ **Information Technology:** We also work with IT service providers that can help you find the right solutions for your business
- ◆ **Shared Facilities:** A photocopier and franking machine are available for our tenants; all you'll pay for is the usage cost.
- ◆ **Meeting Rooms:** Virtual tenants can hire our meeting rooms at a cost
- ◆ **Fabriam Network:** We will invite you to our regular information and networking events; you will also receive our monthly e-newsletter
- ◆ **Fabriam Website:** Profile listing of your company

### COST

#### **Virtual Office £45.00/month**

(incl. address, post box, network, plus option of post forwarding at £20/mth)

#### **Registration £30.00**

(one-off administrative fee & cost for site pass)

#### **Deposit £45.00**

(refundable on termination of agreement & when all invoices paid)

#### **Landlines £12.50/month**

(plus £10 initial set-up fee, plus monthly telephone/fax usage cost)

#### **Shared Facilities**

(usage of photocopier, franking machine)

#### **Meeting Rooms from £10/hour**

(meeting rooms for up to 10 delegates, including AV facilities & Wifi access)