

FABRIAM CENTRE - VIRTUAL OFFICE

SERVICES

In addition to our office premises, the Fabriam Centre offers a virtual office service.

To set up Fabriam Virtual, simply follow these simple steps

- ◆ **Contact Fabriam:** Call 0191 280 4780 or email joyce@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 and 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 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:** Whenever you are at the Fabriam Centre, you can use our FREE Wifi for which you will receive an access code; 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; individual access codes will record usage; that's all you'll pay for.
- ◆ **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 £50.00/month

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

Registration £30.00

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

Deposit £50.00

(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 12 delegates, including AV facilities & Wifi access)