



MABLETHORPE  
BUSINESS CENTRE

# VIRTUAL OFFICE SERVICE

## Services

|  | Bronze | Silver |
|--|--------|--------|
| Basic monthly charge per calendar month.   | £35.00 | £60.00 |
| No set up costs.   | ✓      | ✓      |
| Use of Business Centre address for correspondence, letterheads etc, to provide your company with a real business presence.   | ✓      | ✓      |
| Secure mail box located in the Centre Reception. You will be provided with a key and security fob so you can collect at your convenience.  | ✓      | ✓      |
| Parcel delivery and collection service available using the Business Centre address for standard sized items only, available Monday to Friday 9am to 5pm. Items left at own risk. |        | ✓      |
| Use of Business Centre main telephone number for incoming calls, message taking service.   | ✓      | ✓      |
| Unique company telephone number answered / greeting in the name of your business, message taking service.  |        | ✓      |
| Included in centre marketing.  | ✓      | ✓      |

\*\*\*ALL PRICES EXCLUDING VAT\*\*\*

## Terms & Conditions

- All agreements will be for a minimum period of three months and we will require one month's notice in writing to terminate the agreement
- Charges are payable in advance by on the first day of each month
- Charges for additional services received throughout the month will be invoiced separately on a monthly basis. If payment is not received for services before the end of the month the facility will be automatically terminated

For more information or to apply, please contact us on  
01507 617777 or email [fec@e-lindsey.gov.uk](mailto:fec@e-lindsey.gov.uk)