



96% of our customers would recommend us

"Very happy with your service and would have no hesitation in recommending you" – Graham.

Virtual Office



What is a Virtual Office?

A virtual office blends home and work to gain efficiencies in both. Office expenses are low, whilst you retain the professional image of a traditional, high-cost office. Using a virtual office can reduce your environmental impact, as well as remove the negatives of a daily commute. Above all, a virtual office can allow for low-cost expansion with no long-term commitments.

Virtual and Serviced Office Differences

There are many differences between Virtual Offices, Serviced Offices, and working from home. See our table below to see the differences in cost, time and convenience.

| | Serviced Office | Virtual office | Home |
|-------------|--|---|--|
| Flexibility | High | High | Poor |
| Security | High | High | Poor |
| Image | High | High | Poor |
| Cost | Expensive | Low cost | Low cost |
| OVERALL | Very expensive but otherwise a good option | Low cost, professional image that provides a flexible working solution. | Low cost, high risk solution that lacks credibility. |

How do Virtual Offices/Virtual Addresses work?

A virtual office or virtual address is different to a serviced office, in the sense that you don't actually rent floor or desk space with us.

You pay a small monthly charge to make use of our business address on your letterhead, website, advertising material etc... When your letters or packages are delivered we can hold them for collection, scan and email them to you or deliver them to a different address daily via first class post.

Many businesses utilise Virtual Offices to solve a variety of problems:



- Sole traders or partnerships are able to obtain a city centre address for a fraction of the cost of renting office space.
- Home workers may prefer not to use their home address for customer correspondence.
- Business owners can utilise current technology to provide a centralised virtual office for teams of remote workers.
- International companies can provide a national presence for customer correspondence.

PRICES

Brighton Virtual Office

| | Pay As You Go (Sole traders) | Pay As You Go (Ltd companies) | Standard (sole traders) | Standard (Ltd companies) | Mail collection | Scan to email |
|---|-------------------------------------|--------------------------------------|--------------------------------|---------------------------------|------------------------|----------------------|
| Set Up Fee | FREE | FREE | FREE | FREE | FREE | FREE |
| Cost per month | £19.99 | £24.99 | £29.99 | £34.99 | £24.99 | £29.99 |
| Included free letters | 0 | 0 | 30 | 30 | 30 | 20 |
| Price per additional letter | £0.75 | £0.75 | £0.50 | £0.50 | £0.30 | £0.50 |
| Price per additional parcel | £1.50 | £1.50 | £1.50 | £1.50 | £1.50 | £1.50 |
| Refundable postal deposit to be held on account | £30.00 | £30.00 | £50.00 | £50.00 | £30.00 | £30.00 |

All prices exclude VAT

Virtual Address Prices:

Options start at a Pay As You Go (PAYG) monthly subscription of £19.99 to use our business address as your own. Our Standard service, which includes 30 letters forwarded free per month is £29.99. If you think you may have a lot more than this, give us a call and we'll be pleased to provide a bespoke quote.



As most clients use a virtual address service for their business long term, we offer a discount of 5 months free when you pay annually.

Limited Company Address Prices:

It is possible to use a virtual address service as your registered office address at Companies House. On the Limited Company virtual address plans you are allowed to register our address with Companies House as an office address at which you can be served official papers. [If you would like to use your virtual address service as a registered office address then please choose from the subscriptions marked '\(Ltd Companies\)' in the table above.](#)

Mail Collection & Forwarding Prices:

If you are local to the area, you may collect your post from us free of charge. Your monthly subscription will be £19.99.

If you are not local, we offer mail forwarding. On the Pay As You Go we charge 75p per item of mail forwarded plus the cost of posting. On the Standard tariff your first 50 letters are included free of charge, you just pay for the cost of postage. Beyond your first 50, additional letters are 50p per letter plus postage.

We are able to sign for parcels on your behalf. If you require mail forwarding of parcels via recorded delivery or courier we charge £1.50 per item plus the cost of the postage or courier.

We can forward your mail internationally if required. Please note this is a 'letter only' business address service, we cannot ship goods or packages overseas. An additional £30 postage deposit is required for this service.

Mail Scanned & Emailed Prices:

If you would like to have your mail opened, scanned and emailed to you rather than posted to you then you can use our scan to email service. The cost of this service is £29.99 per month and includes having 20 letters per month scanned and emailed to you. After emailing you your post we will destroy it. Or for an extra £5.00 per month we can either hold it for you to collect at a later date or we can forward it to you by first class post.

On our scan to email service, you may still receive parcels which we are able to sign for on your behalf. For each parcel we receive for you on our scan to email service there is a handling charge of £1.50. You may then either collect your parcels or they can be forwarded on to you by courier.

Our Virtual Business Address is in Brighton, East Sussex, United Kingdom (UK).

How do I get started?

Call us on: **01273 741400**

Or visit our website www.csnotepad.co.uk to sign up online



Testimonials

We recently asked our customers one simple question...

"Based upon the service you receive from CSnotepad how likely is it that you would recommend us to a friend?"

"Very friendly and individual service"- Claudia

"11/10!" – Richard

"We remain very impressed with the CSnotepad service, having used you for several years and found you significantly better than any services we'd previously tried" – Jill Cargill

"Really pleased with the service. Thanks" – Susan

"We have been very pleased with the service and would (and have) recommended the service and intend to use the service more in the near future." – Austen King

"We are delighted with the service to date and where there have been queries and adjustments to be made, this has been carried out promptly and very efficiently." – David Manners

"I would rate your service 10/10", regards Philip Wattis.

"Great service. Everything done as asked for and excellent effort to help customers that saves us all time" – Martin Rowan

Looking for a Prestigious London Virtual Address?

Use one of our prestigious London addresses as your business address, virtual address or virtual office and take advantage of mail forwarding and registered office address services for a prestigious location.

Visit - www.csnotepad.co.uk/our-services/prestigious-london-virtual-address

Or call us on: **01273 741400**

We look forward to hearing from you.

Yours sincerely

Warren Francis

csnotepad

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