



csnotepad



Whether you are a sole trader, small business or large corporation, the use of a **virtual office address** is a simple and **cost effective** solution to solve a variety of problems which can hinder business growth and development.

Virtual Office Address

www.csnotepad.co.uk



Introduction

Whether you are a sole trader, small business or large corporation, the use of a virtual office address is a simple and cost effective solution to solve a variety of problems which can hinder business growth and development.

- **Cost effective alternative to renting an office**
- **Cheaper than a PO Box**
- **Best Price Guarantee** (Brighton & Hove)
- **Optional upgrades** (01273 number and live receptionist service)

Sole traders and small businesses benefit from keeping their office expenses low, whilst retaining that professional image of a traditional, high-cost office. Businesses large and small are able to rapidly expand into new areas, testing as they go without the need to relocate staff or source office space.

When you discover the benefits to having a virtual address and realise just how this can assist the growth and development of your business, the thing you need next is a friendly, understanding and reliable company who can offer you a professional and cost effective service that suits your needs... that's where CSnotepad come in.

What is a Virtual Office Address

A virtual office address 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 address 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.

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.

98% of our customers would recommend us to a friend

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



Virtual and Serviced Office Differences

There are many differences between Serviced offices, Virtual offices and Working from home.

See our table below to see the differences in cost, time and convenience.

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



"This is one of the most loved services we provide...

customers are thrilled when they realise that within minutes they can go from looking like a small business to looking like a larger more established one. Using our address on their website and stationery not only gives their business the professional image they're after, for just a fraction of what hiring an office would have cost them, but also provides new customers with confidence in the legitimacy of their business".



Annie Hutchings
Customer Service Team

“polite, friendly and efficient”

How the service works ...

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.

Limited Company Address

It is absolutely fine to use your virtual office address as your registered address at Companies House. On all of our 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.

Many businesses utilise Virtual Office Address 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.

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Virtual Office Address



Virtual Office Address Prices

| Brighton Virtual Office Address | Mail forwarding | Mail collection | Scan to email |
|-----------------------------------|-----------------|-----------------|---------------|
| Set Up Fee | FREE | FREE | FREE |
| Cost per annum | £245 | £210 | £210 |
| Included free letters (per month) | 5 | 30 | 20 |
| Price per additional letter | £0.75 | £0.30 | £0.50 |
| Price per additional parcel | £1.50 | £1.50 | £1.50 |

All prices exclude VAT

Virtual Address Prices

Options start at £210 to use our business address as your own; this works out at less than 60 pence a day. Our Standard service, which includes 5 letters forwarded free per month is £245. 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.

Security Deposit

As part of your virtual office service, we will hold a fully-refundable £30 security deposit on account. When you stop your service with us, your security deposit will be automatically refunded back to you.

Mail Collection and Forwarding Prices

If you are local to the area, you may collect your post from us free of charge.

If you are not local, we offer a mail forwarding service. As part of your mail forwarding service your first 5 letters are included free of charge. Beyond your first 5, additional letters are charged at 75p 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 and 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 £210 per annum and includes having 20 pages per month scanned and emailed to you. After emailing you your post we can destroy it, 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).



Testimonials ...

We receive great feedback from almost every single customer that we work with, just see for yourself what some of our customers have said ...



- “The customer service is excellent and the staff are extremely well trained with accurate answering and message recording skills. Definitely a helping hand for any small business.”
Annalese Ferrari
- “Very helpful, organised and professional. Personally, I would highly recommend CSnotepad.”
Callum Fowler
- “I’ve used CSnotepad for a few years now and they’ve been great. Very reliable service, lovely team. I’m a very happy customer.” **Edward First**
- “Great answering service. Always very professional and courteous. Would definitely recommend.” **Lesley Wilkinson**
- “Excellent service, highly recommend. I have used them for years.” **Gemma O’Sullivan**
- “Exceptionally professional and accommodating team. A brilliant service that has created a seamless set up for our business. Would definitely recommend CSNotepad.” **Nick Elliot**



Help and advice ...

Need some help finding the
right service for you?

csnotepad



Talk to us today

our friendly staff will
gladly help find the
perfect solution for you

01273 741400

or email us at
info@csnotepad.co.uk

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