

MISSED CALLS ARE LOST BUSINESS

Our Virtual Offices can provide a confidential and professional front of office solution

Virtual Office Services

Discovery Court **GOLD** Service

£100 + VAT per month*

You will receive a dedicated telephone number and calls answered in your Company name. Calls may be forwarded to you or messages taken and emailed to you. This service also includes Mail Handling, which provides an attractive alternative to a PO Box or home address and we give you a fax number to receive faxes on your behalf.

*Includes up to 160 messages per month. Additional messages charged at 60p each.

Discovery Court **SILVER** Service

£50 + VAT per month*

This service provides the same as the Gold service, only the number of messages is for 80 messages per month.

*Includes up to 80 messages per month. Additional messages charged at 60p each.

There is a set up charge for both services of £25 + VAT for the telephone number and a deposit of £100 for the Gold Service and £50 for the Silver Service, which is refundable when the service is cancelled.

Discovery Court **BRONZE** Service

£25 + VAT per month*

This service will suit companies who wish to use our Business Centre as their mailing address to provide an attractive alternative to a PO Box or home address. Mail can either be collected or forwarded onto your address (additional cost of postal charges will be invoiced monthly).

Meeting Rooms Available

Pay as you use basis

Impress your client's by hiring a Meeting Room with a professional and business focused environment. We have a variety of rooms available with free broadband for your meetings, interviews and training events. Choose from our full range of food and beverages, including business breakfasts, buffet lunches and afternoon tea with the option to use the Business Centre restaurant and lounge area. Contact Mary by email: discoverycourt@catering-academy.co.uk for prices.

Rooms can be hired from £10 + VAT an hour for 4 people, up to £60 + VAT full day for 12 people, or the conference room from £100 + VAT full day for 40 people. Call 01202 853100 to book your requirements with our Receptionist staff who will welcome your clients on arrival.

To find out how Discovery Court can provide a cost effective and professional answer to your requirements please contact us on 01202 853100.