

**Create the right
first impression
for your business**

VIRTUAL OFFICE



**Prestigious, professional, affordable
mailing address and telephone handling
services backed by an award-winning
support team.**

www.ubcuk.com



Virtual office clients benefit from a fantastic range of services, including:

- **A professional business address:** Choose your own address from any of our business centre locations. Use it for your website and business cards, or simply to protect your home office address.
- **Mail handling services:** All incoming mail is received and either stored for collection or forwarded to the location of your choice.
- **Your own 'reception service':** UBC's own fully-trained receptionists answer inbound calls in your company name, and redirect calls according to your requirements. All calls are handled using our online phone management portal, and screened to filter out unwanted spam.
- **Auto-attendant:** An automated call answering service is also available - ideal for high volume inbound traffic or if you wish to direct calls to different departments.
- **On-site meetings:** Enjoy FREE use of UBC's informal business lounge areas or book a fully equipped meeting room at discounted rates. Our receptionists will meet and greet guests and provide a corporate concierge service.
- **A local telephone number:** Create a local presence with a dedicated telephone number and area code
- **Day offices:** Hot-desks are available to book on a preferential 'pay as you go' basis.
- **Coworking spaces** provide a collaborative alternative to working from home. Available as a monthly membership or daily rate.
- **Grow your business:** Receive invitations to UBC networking events to build your business contact book.
- **Business Support:** Membership of Enterprise Nation Network - online networking and business resources to support you and your business.

Our Virtual Office service is easy to set up and available at all UBCUK locations:



North: Warrington, Cheshire

Midlands: Birmingham Business Park,
Forward House, Henley in Arden, Warwickshire

South West: Cirencester, Gloucestershire

South: Sentinel House, Fleet, Enterprise House, Southampton

London: The Mille, Brentford



Select the UBC Virtual Office that's right for your business.

We offer a range of virtual office packages to suit your business, whatever your individual needs. Plus, when you sign up for any of our virtual office services, you'll also get a 10% discount on meeting room hire, hot-desking and coworking* at any UBC location. Choose from Mailing Address with or without telephone service or our 'Elite' Service that includes access to free hot-desk and meeting rooms.

VIRTUAL OFFICE MAIN FEATURE COMPARISON

	Essentials	Complete	Elite
	£44.95	£99.95	£179.95
Business Address at your chosen location	✓	✓	✓
Mail Forwarding/Scanning/Collection	✓	✓	✓
Enterprise Nation Online Membership	✓	✓	✓
Provision of an exclusive telephone number	✗	✓	✓
Telephone Answering up to 100 inbound calls per month	✗	✓	✓
Registered Office Address	£10 pcm	£10 pcm	✓
2 coworking days per month	Extra	Extra	✓
2 hours meeting room per month	Extra	Extra	✓
Additional Virtual Office location discount	35%	35%	35%
Set up fee per virtual Office	£40	£40	£40

