

virtual offices
for home based companies
and interstate firms



switch on at serron

With the massive explosion of start-ups and home businesses developing, you'll be hard pressed not to know of someone going down the entrepreneurial route. Nowadays you can set-up shop and start trading in a matter of days, and the preferred choice for the neo entrepreneur is a service called Virtual Offices.

A Virtual Office is a business simulated by Serron without the need of leasing a physical office.

The core services of a virtual office include:

- Telephone Answering under your business name
- Canberra business address
- Canberra PO box
- Mail collection
- Mail forwarding
- Fax collection
- Fax forwarding
- Courier collection
- Courier forwarding
- Availability of meeting rooms at a short notice
- Availability of boardroom space at a short notice

The virtual office goes beyond the simple service of answering the phone. Our staff will answer your incoming calls as your own staff would.

Running a Serron virtual office makes your business look and feel like a serious Canberra based business.

A virtual office is most suited to:

- A home based business owner who wants to make his/her business look and feel corporate.
- An interstate company that needs to look like it runs a branch in Canberra. This is particularly useful when

responding to Government tenders.

- Start up companies that want to try new ideas without the huge overhead of business establishment. The virtual office solution will instantly make your business perceived as an organisation that can be taken seriously.

Serron provides three different types of virtual offices:

Basic Virtual office:

Provides either telephone answering or a business address.

Gold Virtual office:

Provides both telephone and business address as well as PO box, mail and courier forwarding

Platinum Virtual office:

Provides all the services of a gold virtual office as well as access to Serron's boardroom once a month for half a day.

serron rates:

BASIC

Set up cost: \$110
Monthly rate = \$150

GOLD

Set up cost: \$110
Monthly rate = \$250

PLATINUM

Set up cost: \$110
Monthly rate = \$550

Minimum licensing terms of three months apply.

what's included:

- answering of the phone under your company name
- message taking and forwarding to a nominated email address
- collection and forwarding of postal mail to a nominated postal address
- collection and forwarding of faxes.
- collection and forwarding of couriered parcels to a nominated postal address
- usage of Serron's physical address as your company address
- usage of Serron's PO Box as your company address

what's extra:

- Postal redirection charges
- Courier redirection charges
- Scanning of documents
- Hiring of meeting rooms
- Boardroom hire
- Photocopying, faxing, printing, scanning
- Telephone calls at usual rates
- Internet usage
- Requests for secretarial support
- Drycleaning

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