



Virtual Services



Many people these days are successfully running their businesses without having the need to lease office space. Here at Northshore Corporate Centre (Gordon) and Lindfield Executive Centre (Lindfield) we offer a range of support services that are designed to assist you and your company in being prosperous in the corporate world and give an image that is professional and at the same time be cost efficient for you.

Business Address & Mail Service

\$75.00 per month

Your company can use our business and PO Box address at either of our locations and we will collect your mail twice daily and hold it for collection at a time convenient to you.

Facsimile Service

Faxes can be sent through to our fax number and held for collection. This service is ideal for those companies just starting out and need a quick way to communicate with the rest of the world. Incoming faxes are charged at \$1.00 for the first page and \$0.50 for every page after.

Business Answering Service

\$140.00 per month

To assist with your professional image, our Receptionist will answer calls for your company with the company name and take messages, which can be forwarded to you at a later time, or you can call in on a regular basis and have the messages given to you.

Voicemail Service (in conjunction with the Business Answering Service)

\$150.00 per month

To assist with the smooth transaction of messages, the Voicemail system allows you to call in at any time of the day to hear messages that have been left by our Receptionist or directly by your clients. Voicemail allows you to record your own personalised greeting that will be heard by your clients when they leave a message.

Business Answering and Mail Service

\$200.00 per month

For the complete corporate image, your clients can have a friendly voice to answer their calls and an address to communicate with you. Also included is a voicemail box and the option of receiving messages via SMS.

With any of the above services, one months' fee is required as a deposit.

This is fully refundable once termination of the service (one weeks' notice in writing) has been received.

All rates inclusive of GST

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