

## OFFICE SERVICES

You can establish your business presence in Cyprus with an actual or a virtual office solution, depending on your specific requirements.

We can facilitate with the selection of the right package according to your needs and offer high quality service, following your choice of selected services.

The packages offered by our firm are the following:

- **Standard package** – virtual office
- **Premium package** - enhanced substance elements
- **Complete actual office solution** – complete substance

### Our **standard** package includes:

- ✓ 1 dedicated Telephone line and 1 dedicated Fax line (fax less service)
- ✓ Telephone answering and Fax reception and forwarding services
- ✓ Automated call answering – answering the phone under your Business name and enabling the caller to leave a message
- ✓ Voice mailbox - all of your voice messages will be forwarded to you by email
- ✓ Dedicated Fax line, Fax Reception and Forwarding - You can use a dedicated Fax number to send and receive faxes, which can be automatically forwarded to your e-mail.
- ✓ Utility bill on company's name

**Monthly fees: €65 + VAT**

Our **Premium** package includes the Standard Package **plus**

- ✓ Personalized phone call answering services – answering telephone calls under your Business name by our secretarial personnel and taking message of callers and their enquiries. (Limits regarding the volume of received calls might apply)
- ✓ Automated Call forwarding services – an automated message could be announced before forwarding to another regular phone line or mobile. This option allows you(virtually) to always be found in the office
- ✓ Mail Address and Mail Forwarding
- ✓ A real business address that can be used for correspondence and company registration purposes.
- ✓ Scanning of correspondence and mail to a specific e-mail address indicated by the client, upon request. (Limits regarding the volume of scans might be applied)
- ✓ Mail forwarding according to the client's instruction (Postages and courier fees expenses apply)
- ✓ Access to conference room, to organize business meetings in our office which is centrally located in Nicosia (8 hours per month)

**Monthly fees: €135 + VAT**

**Complete actual office solution**

Facilities include, but are not limited to:

- ✓ Fully furnished dedicated open space office
- ✓ Fully equipped Office (PC, copy/fax/scan machine, dedicated phone and fax lines)
- ✓ Company signs outside the office (extra disbursements apply)
- ✓ LAN & high-speed Internet connection

- ✓ Wireless internet access
- ✓ Unlimited access to conference room, to organize business meetings in our office which is centrally located in Nicosia (based on availability, pre-booking required)
- ✓ Utility bill on company's name
- ✓ Utility fixed costs (i.e. internet connection cost, telephone and fax line fixed costs, water bill and electricity bill)
- ✓ Rent of the office space
- ✓ Fully equipped kitchen, refreshments, tea, coffee are available

**Monthly fees: €350 + VAT**

### **Optional services:**

- **Domain name registration and Email address**  
Get a local or international domain name (web address) that matches your specific locale requirements, e-mail address (up to 3), Web hosting
- **Human Resource Services**  
Provision of full time or part time employee services
- **Web-design**
- **Logo design, Letterheads, business cards, envelopes, etc**

**\*Fees upon request depending on the case**