



## TOFFEE FACTORY VIRTUAL OFFICE

Toffee Factory's Virtual Office service gives clients the advantage of a professional telephone answering service and/or the use of a business address without being based at Toffee Factory on a permanent basis.

We offer 3 levels of service to suit clients' individual needs:

<b>SILVER</b> - £25 per month
<ul style="list-style-type: none"><li>▪ Professional Newcastle Upon Tyne business address.</li><li>▪ Retention or forwarding of post (Royal Mail franking rates apply plus 15% administration fee).</li></ul>
<b>GOLD</b> - £55 per month
<ul style="list-style-type: none"><li>▪ Dedicated Newcastle Upon Tyne telephone number with calls answered in your company name.</li><li>▪ Call pickup and forward or messages taken and forwarded by email.</li><li>▪ Out-of-hours digital voicemail service with bespoke message and secure remote access.</li><li>▪ Up to 45 messages or diversions included within the service (excludes diversion call charges).</li></ul>
<b>PLATINUM</b> - £70 per month
<ul style="list-style-type: none"><li>▪ Dedicated Newcastle Upon Tyne telephone number with calls answered in your company name.</li><li>▪ Call pickup and forward or messages taken and forwarded by email.</li><li>▪ Out-of-hours digital voicemail service with bespoke message and secure remote access.</li><li>▪ Up to 65 messages or diversions included within the service (excludes diversion call charges).</li></ul>

Additional messages or diversions (excluding call charges) are charged at £0.50 per message. All prices exclude VAT.

To receive an application form or for further information please contact us:

**E** [info@toffeefactory.co.uk](mailto:info@toffeefactory.co.uk)

**T** 0191 375 9000

**W** [www.toffeefactory.co.uk](http://www.toffeefactory.co.uk)