



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:

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

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:

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W www.toffeefactory.co.uk