



12 Eu Tong Sen Street, #08-169, Central @ Clarke Quay, Singapore 059819

INFO SHEET ON VIRTUAL OFFICE PACKAGES

Rates are applicable to new clients who sign up after 1 January 2020

OPTION	LICENSE FEE	SERVICES
VIRTUAL OFFICE - STANDARD	S\$150 per year	<ol style="list-style-type: none"> 1. Prestigious Registered Office Address which can be used as registered address for Singapore companies / businesses and on your business cards, letterheads or any other official documents. 2. Self-collection of mail 3. Daily alerts by email of mail received
ADD ON/ OPTIONAL SERVICES		<ol style="list-style-type: none"> 4. Directory Board Listing @ S\$120 per year 5. Mail scanning services: <ol style="list-style-type: none"> a. S\$12.50 p/m - Opening and scanning of mail received via email (as and when received) 6. Mail handling & forwarding to local/overseas address: <ol style="list-style-type: none"> a. S\$12.50 p/m for weekly service, S\$20 p/m for thrice weekly service and S\$30 p/m for daily service. b. S\$5 Service Fee (deducted from mail forwarding deposit) per batch of mail forwarded. c. S\$50 mail forwarding deposit for local mail (top-up required each time balance reduced to S\$10, balance refundable). d. Mail forwarding deposit for overseas mail forwarding to be determined based on mode and address for delivery (top-up required each time balance reduced to S\$30, balance refundable). 7. Meeting room usage @ S\$50 per hour with 2-hour minimum per booking: <ol style="list-style-type: none"> a. LCD TV b. 8-person capacity expandable to 14 persons with extra chairs c. Use of pantry with self-service coffee and tea, hot & cold water d. Secured WIFI e. Conference phone facilities (additional charges apply – pls enquire separately) 8. Dedicated assigned phone number with call answering, taking down of messages and sending of messages by email - S\$20 p/m inclusive of local call charges only or S\$40 p/m inclusive of overseas call charges. Subject to availability. 9. Use of co-working desk (shared) – S\$15 per hour per person for minimum of 2 hours or S\$90 for full day (9am-5pm), including access to pantry and secured WIFI during booking 10. Printing and photocopying services at S\$0.10 per page for black & white, S\$1.00 per page for colour. 11. Sending of faxes – local S\$1.00 per fax, overseas S\$1.00 per page (minimum 2 pages).

* Prices quoted are net in SGD. A refundable deposit of \$50 nett applies.

Contact us for assistance @ +65-65512788 or intellioffices@intelli.asia.