



6 Eu Tong Sen Street, #05-07, Central @ Clarke Quay, Singapore 059817

INFO SHEET ON VIRTUAL OFFICE PACKAGES

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 <p>ADD ON OPTIONS:</p> <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\$10 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\$10 p/m for weekly service, S\$20 p/m for thrice weekly service and S\$30 p/m for daily service. b. S\$50 mail forwarding deposit for postage (top-up required each time balance reduced to S\$10, balance refundable) c. Additional S\$5 Service Fee each time to send mail to an overseas address via normal mail or to assist arrangement of courier services (S\$50 mail forwarding deposit required). 7. 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. 8. Use of co-working space (shared) – S\$10 per hour for minimum of 2 hours or S\$70 for full day (9am-5pm), including access to pantry and secured WIFI during booking 9. Use of meeting room (open concept for up to 8 persons) - S\$25 per hour (minimum 1 hour) or S\$180 per full day (9am-5pm), includes 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.



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DETAILS

1. **Prestigious Business Address** – A full commercial office address applicable for company registration. Give your company a valuable professional image by using our prominent Central Business District address on your business cards, letterheads and marketing materials.
2. **Receptionist Service** – Spacious reception area and professional receptionist provide a quality corporate image for your guests.
3. **Mail Handling & Forwarding** - Mail is collected, packages are signed for and forwarded to you on a weekly basis. Postage/courier charges apply for mail forwarding.
4. **Virtual Fax Services** – You don't need your own fax machine, just use our local fax number. We will forward faxes to you by email, wherever you are worldwide.
5. **Pantry** - Free access during office hours including power points, free coffee, tea & hot/cold water.
6. **Secured wireless Internet** – access to our corporate Wifi services while on our premises
7. **Dedicated Local Phone Number** – You get your own exclusive local phone number to give to all your contacts.
8. **Personalized Call Answering & Forwarding** – Our dedicated receptionist will ensure that all your calls are answered and managed in a professional manner and handle them according to your instructions, including transfers to your office, mobile or even overseas. After-hours call forwarding available on request. You'll never miss any calls.
9. **Access Ready-To-Use Co-working Space** – Use as and when required or pre-purchase packages at discounted rates.
10. **Access Ready-To-Use Meeting Room** – Use as and when required or pre-purchase packages at discounted rates.
11. **Access to Office Equipment** – Use our black & white printer, photocopier, fax, colour scanner and other essential office equipment and stationery as required. Printing, photocopying and call charges apply based on usage.
12. **Directory Listing** – Your company can be listed on our Directory Board alongside our other clients at S\$120 per year.