

# Virtual business space at **Lenta** BUSINESS CENTRES

If you're not ready to take an office but would like to use the facilities available at our Centres, why not sign up for our Virtual Business Services instead!

Our Virtual Services are available individually or as a package at the following locations:

			Per Month	Deposit
<b>Mail Holding</b>			£30	£75
<b>Mail Forwarding</b> (postage additional at standard rates)			£40	£100
<b>Telephone Call Answering</b> (Answered in a company name & messages taken – based on 10 messages per day)			£70	£175
<b>Incoming Faxes</b>			50p per page	
Outgoing Faxes	UK	£1.00 1st page & 50p thereafter		
	EU	£1.25 1st page & 75p thereafter		
	Other	£1.50 1st page & £1 thereafter		

<b>Full Virtual Package</b>	<b>£110</b>	<b>£275 Deposit</b>
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Alexander House, **Swindon**  
 Coppergate House, **City E1**  
 The Chandlery, **Waterloo SE1**  
 Channelsea House, **Stratford E15**  
 C P House, **Watford**  
 Delta House, **London Bridge SE1**  
 Erico House, **Putney SW15**  
 The Foundry, **Southwark SE1**  
 Grove Business Centre, **Tottenham N17\***  
 Horizon House, **Swanley\***  
 The Royal, **Norwich**  
 Three Tuns House, **Borough SE1**  
*\*Mailbox facilities only*

OR FOR JUST A LITTLE EXTRA WHY NOT TREAT YOURSELF TO A PREMIER ADDRESS. THESE BEING:

			Per Month	Deposit
<b>Mail Holding</b>			£35	£87.50
<b>Mail Forwarding</b> (postage additional at standard rates)			£45	£112.50
<b>Telephone Call Answering</b> (Answered in a company name & messages taken – based on 10 messages per day)			£75	£187.50
<b>Incoming Faxes</b>			50p per page	
Outgoing Faxes	UK	£1.00 1st page & 50p thereafter		
	EU	£1.25 1st page & 75p thereafter		
	Other	£1.50 1st page & £1 thereafter		

<b>Full Virtual Package</b>	<b>£125</b>	<b>£312.50 Deposit</b>
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Gloucester Place, **Marylebone W1**  
 Token House, **City EC2**

In addition to this, meeting rooms are available for hire at the same discounted rates as our Licensees.

Each month we will send you an invoice that will include your monthly fee in advance plus any charges due for postage, faxes, call charges or meeting room hire – in arrears.

**CALL FREE ON 0800 515622**  
[www.lentabusinesscentres.co.uk](http://www.lentabusinesscentres.co.uk)

Charges are payable in advance by Direct Debit and are subject to VAT  
 Minimum contract period is 3 calendar months.  
 One calendar month's notice in writing is required to cancel the agreement thereafter.