

Knightsbridge

Secretarial Services Limited

Over 40 years of service to private clients and business professionals

35 Brompton Road

Knightsbridge

London SW3 1DE

Tel: 020 7823 9955 / Fax: 020 7823 9553

Email: admin@35bromptonroad.com

Your own Knightsbridge address at

35 Brompton Road

Knightsbridge

London

SW3 1DE

OFFICE HOURS: Monday to Friday: 9.30 am to 5.30 pm

Visit our website at www.35bromptonroad.com

1. PRESTIGE ADDRESS FACILITIES

Mail will be sorted daily and held for collection

REGISTRATION CHARGE

Quarterly: £100

Annual: £320

- REGISTERED OFFICE £75 per annum
- COMPANY FORMATION £200 one-off charge
- ENTRYPHONE [identity at street level] £25 per quarter
- NAMEPLATES [identity at first floor level] £90 per annum
£25 per nameplate

Additional mail handling options are available:

- FORWARDED (re-enveloped and addressed) £3.00 per forwarding + postage
By recorded/special delivery additional £10 per forwarding
- SCANNED and e-mailed £2.50 plus 50p per item
- ADVISED of receipt of mail £1.00 via e-mail
- SORTING of mail to establish specified items £1.50 per call (UK)
£2.00 per call (Mobile)
£2.50 (Up to 20 items)
£10.00 per banking

2. SUPPORTING SERVICES

A full range of secretarial services including fax and e-mail are also available.

Conference facilities/Event Management can also be arranged upon request.

Please ask for full details.

3. TELEPHONE ANSWERING SERVICE

The following options are available:

CLIENT'S OWN LINE

A London number can be allocated directly to you providing a simple, flexible and cost effective solution to your telecommunication requirements. Calls are answered with the client's name (or as specified).

Messages are e-mailed directly to your designated mailbox on receipt.

@ **£30.00 per quarter or £100 per annum**
Initial set-up charge of £25.00
Messages @ £1.50 per call (advised via e-mail within 1 hour)

Alternatively you may wish to install your own dedicated line via BT with a facility for call diversion.

- Diversion to an alternative number **£10.00** per diversion

SHARED LINES

A specific client line is available at no extra charge is answered during normal office hours with the number only
The following charges apply when a call is taken:

- Giving a caller an alternative number: **60p** per call
- Taking down a simple written message of 2 lines or less: **£1.00** per call
- Telephoning or paging the client (**UK**) to advise: **£1.00** per call **£1.50/mobile**
- Advising clients by e-mail **£1.50** per e-mail
- Forwarding messages by first class post: **£2.50** + postage
- Discussing the caller's requirements, relaying messages or taking written messages of up to 100 words: **£2.50** per message

ADDITIONAL INFORMATION

- The quarterly or annual basic registration charge is payable in advance.
- A Deposit is required of **£50 for an annual registration, £25 for quarterly**, refundable at the termination of the facility.
- To register an additional name (at the same time as the primary name) an extra charge of one third is applied to the account
- VAT is not included in the above prices and will be added where applicable.
- All services are offered subject to the Company's Terms and Conditions of trading, a copy of which is printed on page 4 of the Facilities Agreement.

**REGISTRATION FORMS ARE AVAILABLE VIA OUR WEBSITE www.35bromptonroad.com
OR UPON REQUEST**

All major credit cards are accepted for payment

All prices exclusive of VAT.