

Virtual London Office

This service is designed to assist companies wishing to establish a London-based presence.

In offering dedicated telephone and fax numbers and a choice of London addresses it is an economical way to enhance the image of your company. Your allocated numbers & address can be added to company documents and media advertisements.

The live telephone answering service handles calls in your company name whilst mail is held or forwarded on a daily basis. Calls may be transferred to you or messages taken and delivered immediately. Lines can also be placed on permanent divert to you if required. Your Account Manager is always available to deal with any changes you may wish to make.

The service can be set up immediately by contacting sales or completing the order form.

Messagemail

78 York Street,
London. W1H 1DP
United Kingdom

Tel 0800 376 0044

Fax 020 7692 6692

Intl Tel +44 20 7692 6789

Intl Fax +44 20 7692 6692

sales@messagemail.co.uk
www.messagemail.co.uk

How it Works



Prices

Should you have any questions, please call: +44 (0)20 7692 0561

Account Set Up	£
Initial fee: DDI provision, scripting, training	60.00
Non-geographical 08.. number connection	15.00
Monthly Charges	£
Reception Services (Mon - Fri/Sat)	32.50
Itemised call reporting	2.50
Dedicated fax line	15.00
Non-geographical 08.. number rental	10.00
Call Handling	£
Message taking inc. delivery by email, sms or to voicemail	0.95
Call transfer	0.55
Call charges incurred	BT Standard Rates
Screening of unsolicited calls	No charge
Monthly Charges-mailing	£
Mailing Address in London W1	40.00
Registered Office address (additional fee)	10.00
24 Hour Facility	£
Initial fee: DDI provision, scripting, training	120.00
Reception services & Account Management	75.00
Service retainer/refundable deposit	£
Direct Debit agreement	Waived
With standing order/credit card authorisation	100.00
Without automated monthly payment method	150.00
Miscellaneous	£
Directory Enquiry Registration	50.00
Additional line - in separate company name. Monthly	20.00
Media response/enhanced account management. Monthly	45.00
Mail forwarding. Per bundle + postage	1.50
Fax forwarding. Per fax	0.95

All costs are subject to VAT, currently 17.5%

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Service Information & Order Form

This form gives Messagemail the basic instructions to start your service and confirms your request for service. Your Personal Account Manager will contact you to clarify any outstanding points and discuss your requirements in more detail.

1. Which Services do you require?

Monthly Cost of Service

A Central London telephone number answered in your Company Name	<input type="checkbox"/>	£32.50
A dedicated fax line	<input type="checkbox"/>	£15.00
Mailing Address in London NW1	<input type="checkbox"/>	£40.00
Registered Office	<input type="checkbox"/>	£10.00
0800 / 0845 / 0870 Number Rental	<input type="checkbox"/>	£10.00
Additional Voice Line	<input type="checkbox"/>	£20.00
Additional Voice Mailbox & 24 hr Service	<input type="checkbox"/>	£5.00
Media Response Service	<input type="checkbox"/>	£45.00
Itemised Call reporting	<input type="checkbox"/>	£2.50
24 hr service	<input type="checkbox"/>	£75.00

2. Additional Services

Initial Set Up Fees

0800 / 0845 / 0870 connection fee	<input type="checkbox"/>	£15.00
Interactive Voicemail	<input type="checkbox"/>	£110.00
192 Directory Registration	<input type="checkbox"/>	£50.00
Media Response / 24hr set-up additional cost	<input type="checkbox"/>	£60.00

3. Your Company information

Company Name	<input type="text"/>	Telephone	<input type="text"/>
Main Contact	<input type="text"/>	Fax	<input type="text"/>
URL	<input type="text"/>	Mobile	<input type="text"/>
Email Address	<input type="text"/>	Industry	<input type="text"/>
Address	<input type="text"/>		

4. Greeting

How would you like your telephone calls answered? The default greeting is "Good [morning/afternoon], [Company name]"

- Use Default greeting
 Use other greeting

Enter preferred greeting here

5. List Of All Partners & Employees

Name	Direct Dial	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Email	
<input type="text"/>	<input type="text"/>	

Attempt call transfer to:

Direct Dial
 Email Once Daily
 Both

Send message by:

Email
 SMS
 Both

Person uncontactable:

Out of office
 Off-site
 In a meeting
 With clients

Name	Direct Dial	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Email	
<input type="text"/>	<input type="text"/>	

Attempt call transfer to:

Direct Dial
 Email Once Daily
 Both

Send message by:

Email
 SMS
 Both

Person uncontactable:

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N.B. More fields for entering details for partners and employees can be found in Appendix A. Please duplicate this page as necessary and return the extra information with this form.

6. Mail handling options

- Mail held for collection
- Mail forwarded to an alternative address (please specify in notes)
- Mail forwarded to address below
- Mail periodically sent via courier

7. Fax handling options

Divert the fax line to:

- Store faxes in my mailbox and allow remote retrieval
- Send faxes as a .tif file to me by email

8. Permanent Line Transfer

Divert main line to:

Divert second line to:

9. Service Retainer

Select hours of live service

- Standard £150.00
- Credit Card £100.00
- Direct Debit £0.00

<input type="text"/>	Monthly Standing Charge
<input type="text"/>	Set Up fee
<input type="text"/>	Sub Total
<input type="text"/>	Deposit
<input type="text"/>	VAT @17.5%
<input type="text"/>	Total

- Mon-Fri 8:00-19:00
- Mon-Fri 9:00-18:00
- Mon-Fri 8:30-17:30
- Mon-Sat all hours
- 24 hours

10. Payment Information

Method of payment Debit Card Credit Card Other
 Bank Transfer Cheque

Method of ongoing monthly payment Credit/Debit Card Standing Order
 Cheque Other

Name on Card:	<input type="text"/>	Card Type:	<input type="text"/>
Card No:	<input type="text"/>	Expiry Date:	<input type="text"/>
Valid From:	<input type="text"/>	Issue Number:	<input type="text"/>
		Security Code:	<input type="text"/>

Billing address if different from above:

Signature:

I have read the Terms and Conditions. Please start the service on:

How did you find out about Messagemail?

- Recommendation
- Google
- Yahoo
- MSN
- AOL
- Yell
- Other search engine
- Yellow pages

11. Please provide a description of your companies' activities/FAQ's etc.

12. Notes

Please use this section to add any further employees or address details.
Any special requirements you may have should be listed here:

Once you have filled in your details, please send the form via either fax or post and we will contact you to confirm receipt

Messagemail
78 York Street, London. W1H 1DP
UK Tel: 0800 376 0044
UK Fax: 020 7692 6789
INTL Tel: +44 20 7692 6789
INTL Fax: +44 20 7692 6692

Appendix A - List Of All Partners & Employees (Photocopy As Necessary)

Name	Direct Dial	Mobile
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
Position	Email	
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	
Attempt call transfer to:	Send message by:	Person uncontactable:
<input type="checkbox"/> Direct Dial <input type="checkbox"/> Email Once Daily <input type="checkbox"/> Both	<input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Both	<input type="checkbox"/> Out of office <input type="checkbox"/> Off-site <input type="checkbox"/> In a meeting <input type="checkbox"/> With clients

Name	Direct Dial	Mobile
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
Position	Email	
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	
Attempt call transfer to:	Send message by:	Person uncontactable:
<input type="checkbox"/> Direct Dial <input type="checkbox"/> Email Once Daily <input type="checkbox"/> Both	<input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Both	<input type="checkbox"/> Out of office <input type="checkbox"/> Off-site <input type="checkbox"/> In a meeting <input type="checkbox"/> With clients

Name	Direct Dial	Mobile
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
Position	Email	
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	
Attempt call transfer to:	Send message by:	Person uncontactable:
<input type="checkbox"/> Direct Dial <input type="checkbox"/> Email Once Daily <input type="checkbox"/> Both	<input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Both	<input type="checkbox"/> Out of office <input type="checkbox"/> Off-site <input type="checkbox"/> In a meeting <input type="checkbox"/> With clients

Name	Direct Dial	Mobile
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
Position	Email	
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	
Attempt call transfer to:	Send message by:	Person uncontactable:
<input type="checkbox"/> Direct Dial <input type="checkbox"/> Email Once Daily <input type="checkbox"/> Both	<input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/> Both	<input type="checkbox"/> Out of office <input type="checkbox"/> Off-site <input type="checkbox"/> In a meeting <input type="checkbox"/> With clients
