



KNIGHTSBRIDGE SECRETARIAL SERVICES

*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**

OFFICE HOURS: Monday to Friday: 9.30 am to 5.30 pm
Visit our website at www.35bromptonroad.com

Your own Knightsbridge address at: 35 Brompton Road Knightsbridge London SW3 1DE

1. PRESTIGE ADDRESS FACILITIES

Mail will be sorted daily and held for collection

REGISTRATION CHARGE (payable in advance)

Annual: £340
Quarterly: £110

- **REGISTERED OFFICE** [includes lobby sign] **£75** per annum
- **COMPANY FORMATION** **£250** one-off charge
- **NAMEPLATES** [identity at first floor level] **£30** per nameplate

Additional mail handling options are available:

- **FORWARDED** (re-enveloped and addressed)
By recorded/special delivery **£ 4.00** per forwarding + postage
additional £10 per forwarding
- **REDIRECTION** of mail (UK only) **25p** per item
- **"FOLLOW ME"** open mail/weekly email report **£ 5.00**
- **SCAN** specific items of mail and email **£ 1.00** per item
- **ADVISE** receipt of specific requested item of mail (unopened) **£ 1.50** via e-mail
- **£ 1.00** per call (UK)
- **£ 2.00** per call (Mobile)
- **£ 2.50** (Up to 20 items)
- **£10.00** per banking
- **SORTING** of mail to establish specified items
Banking of cheques (on instruction)

2. SUPPORTING SERVICES

A full range of secretarial services including:

- PA for the Day
- Fax and e-mail management
- Conference facilities/Event Management
- Remote secretarial work

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 between office hours with out-of-hours calls going to voicemail and emailed at the start of the next working day.

@ **£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)

SHARED LINES

A client line is available at no extra charge which is answered during normal office hours as "Knightsbridge Office" **Tel: 020 7823 8244**

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**
- Advising message by e-mail: **£2.50 per e-mail**

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.
- All the above services are provided by our team of staff at the London Office.

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.