

VIRTUAL OFFICE

A virtual office provides you with a prestigious business address **and a credible, risk-free** base for corresponding with your valued clients, **at minimal costs and NO hidden costs.** Office Links provides a complete corporate image with only a small fraction of the cost of having a traditional office. We handle your day-to-day details so you can concentrate on growing your business.



Basic Service Plans:

Service Categories	Features	Service Plans	
		I	II
		Address	Address + Private phone line
Monthly Service Fee (Hong Kong Dollars)	Standard rate for 3-month commitment	N/A	\$500
	10% off for 6-month commitment	N/A	\$450
	20% off for 12-month commitment	\$180	\$400
Address & Mail Handling	Storage of Significant Controllers Register	✓	✓
	Address for receiving mails	✓	✓
	Company directory listing	✓	✓
	Mail handling with your preferred way of notification	✓	✓
Telephone Answering Services	Private Telephone Number		✓
	Answer your calls in your company's name		✓
	Redirect calls to your HK designated number		✓
Office facilities & Business Services	Conference room access at member's rate	✓	✓
	Access to Office equipment and complimentary tea & coffee	✓	✓
	On-Demand Business & Secretarial Services	✓	✓

Please note that there is a one-off Set-up fee or Reconnection fee of HK\$500.

Additional Value-added Services:

Private e-fax number (fax-to-email)	HK\$100
Scan-to-email	HK\$120
Letter transfer (monthly)	HK\$70 + postage