



6 Eu Tong Sen Street, #05-07, Central @ Clarke Quay, Singapore 059817

INFO SHEET ON VIRTUAL OFFICE PACKAGES

OPTION	LICENSE FEE	SERVICES
VIRTUAL OFFICE - STANDARD	S\$150 per year	<ol style="list-style-type: none"> 1. Prestigious Registered Office Address which can be used as registered address for Singapore companies / businesses and on your business cards, letterheads or any other official documents. 2. Self-collection of mail 3. Daily alerts by email of mail received <p>ADD ON OPTIONS:</p> <ol style="list-style-type: none"> 4. Directory Board Listing @ S\$120 per year 5. Mail scanning services: <ol style="list-style-type: none"> a. S\$10 p/m - Opening and scanning of mail received via email (as and when received) 6. Mail handling & forwarding to local/overseas address: <ol style="list-style-type: none"> a. S\$10 p/m for weekly service, S\$20 p/m for thrice weekly service and S\$30 p/m for daily service. b. S\$5 Service Fee (deducted from mail forwarding deposit) per batch of mail forwarded. c. S\$50 mail forwarding deposit for local mail (top-up required each time balance reduced to S\$10, balance refundable). d. Mail forwarding deposit for overseas mail forwarding to be determined based on mode and address for delivery (top-up required each time balance reduced to S\$30, balance refundable). 7. Dedicated assigned phone number with call answering, taking down of messages and sending of messages by email - S\$20 p/m inclusive of local call charges only or S\$40 p/m inclusive of overseas call charges. Subject to availability. 8. Use of co-working space (shared) – S\$10 per hour per person for minimum of 2 hours or S\$70 for full day (9am-5pm), including access to pantry and secured WIFI during booking 9. Printing and photocopying services at S\$0.10 per page for black & white, S\$1.00 per page for colour. 10. Sending of faxes – local S\$1.00 per fax, overseas S\$1.00 per page (minimum 2 pages).

** Prices quoted are net in SGD. A refundable deposit of \$50 nett applies.*

Contact us for assistance @ +65-65512788 or intellioffices@intelli.asia.



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DETAILS

1. **Prestigious Business Address** – A full commercial office address applicable for company registration. Give your company a valuable professional image by using our prominent Central Business District address on your business cards, letterheads and marketing materials.
2. **Mail Handling & Forwarding** - Mail is collected, packages are signed for and forwarded to you on a weekly basis. Postage/courier charges apply for mail forwarding.
3. **Fax Services** – You don't need your own fax machine, just use our local fax number. We will forward faxes to you by email, wherever you are worldwide.
4. **Pantry** - Free access during office hours including power points, free coffee, tea & hot/cold water.
5. **Secured wireless Internet** – access to our corporate Wifi services while on our premises
6. **Dedicated Local Phone Number** – You get your own exclusive local phone number to give to all your contacts.
7. **Personalised Call Answering & Forwarding** – Our dedicated receptionist will ensure that all your calls are answered and managed in a professional manner and handle them according to your instructions, including transfers to your office, mobile or even overseas. After-hours call forwarding available on request. You'll never miss any calls.
8. **Access to Office Equipment** – Use our full colour printer and photocopier, fax, colour scanner and other essential office equipment and stationery as required. Printing, photocopying and call charges apply based on usage.
9. **Directory Listing** – Your company can be listed on our Directory Board alongside our other clients at S\$120 per year.