

## VIRTUAL OFFICE MILAN & ROME

### Create your own service to meet your needs with utmost flexibility:

**BUSINESS ADDRESS**, as your own, to print on your stationery

**ONE UNIQUE TELEPHONE NUMBER**. You can choose between the following options:

- ✓ calls can be answered promptly and efficiently in your company name by our multilingual operators, who will take the messages and forward them to you by email or SMS;
- ✓ calls can be seamlessly diverted to a chosen number without the caller perceiving the diversion. Should the final number be engaged, our operators will manage the call on your behalf, answering in your company name;
- ✓ calls can be diverted to a personalized voicemail box: your caller will be asked to leave a message and you will be able to retrieve this message 24 hours a day anywhere in the world.

**FAX NUMBER**

**MULTILINGUAL SECRETARIAL ASSISTANCE**. Our operators will assist you to:

- ✓ receive phone calls and notify them by email or SMS
- ✓ divert each call to your mobile phone
- ✓ inform you daily about received phone calls, mail, faxes and emails
- ✓ manage your diary schedule on our sophisticated database
- ✓ manage advertising ads or head hunts

*Complimentary Network Card*, identifies Executive Service clients and allows the *free of charge* use of an office, for a working day every month in any of the domestic Executive Service Centres.

#### Other available services

- ✓ Company's REGISTERED OFFICE
- ✓ Offices for business meetings
- ✓ Meeting rooms from 8 to 12 people, for small conferences or training courses
- ✓ Translators, interpreters and hostesses

ALL MAJOR CREDIT CARDS ARE WELCOME: Diners Club, American Express, Cartasì, Visa and Bancomat

EXECUTIVE SERVICE NETWORK is also available in Brescia, Catania, Florence, Genoa, Palermo and Turin.



#### SERVICE PROVIDED

##### Milan

Via V. Monti, 8

Monday to Friday from 8:30 to 18:00

##### Rome

Via Savoia, 78

Monday to Friday from 9:00 to 18:30

#### YOUR OFFICE IN MILAN OR ROME AT 300,00 € PER MONTH !!!

THIS EXTRAORDINARY OFFER INCLUDES THE FOLLOWING EXCLUSIVE SERVICES:

##### "TOP VIRTUAL OFFICE" SERVICE

It provides a prestigious business address, personalized telephone line, fax number and qualified multilingual secretarial assistance to help you manage phone calls and mail.

##### ONE DESK OFFICE

You will be able to use a beautifully furnished one desk office, ideal for business meetings and interviews, **5 days per month**, whenever you choose.

##### NETWORK CARD

Free-of-charge. Expiring yearly.

Executive Service Network is available in all major cities in Italy. For complete listing please visit our web site [www.executivenetwork.it](http://www.executivenetwork.it) or call our

TOLL FREE NUMBER (ITALY ONLY)

**800 938373**

Executive Services Business Centres S.p.A.

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[www.executivenetwork.it](http://www.executivenetwork.it)

## VIRTUAL OFFICE MILAN & ROME

### Rates:

		BUSINESS ADDRESS	BASIC VIRTUAL OFFICE	TOP VIRTUAL OFFICE
<b>Business Address</b> € 50,00/month Prestigious business address (as your own) to print on your stationery		✓	✓	✓
<b>Unique telephone number</b> € 90,00/month Personalized answering by our multilingual operators (€ 1,30 per message taken and notified by e-mail)				✓
<b>Personal telephone line</b> € 50,00/month With diversion to any location or onto voicemail (phone costs excluded)			✓	
<b>Fax number</b> € 30,00/month Including 30 incoming and/or outgoing pages/month			✓	✓
<b>Daily notification of messages,</b> € 30,00/month mail, faxes etc.. (phone costs excluded)				✓
<b>Weekly mail forwarding</b> € 20,00/month Franking costs excluded		✓		
<b>Network Card</b> Free of charge Allows the <i>free of charge</i> use a one desk office, for a working day every month, in any of the domestic Executive Service centres. [purchase cost: € 185,00/year]				✓
Monthly rate, QUARTERLY contract	€ 70,00	<del>€ 130,00</del> € 120,00	<del>€ 200,00</del> € 170,00	
Monthly rate, YEARLY contract	€ 62,00	€ 106,00	€ 150,00	

<b>TERMS</b>	Quarterly or yearly, tacit extension	<b>DEPOSIT</b>	Two months' service cost
<b>PAYMENT</b>	In advance	<b>VAT</b>	20% (deposit excluded)

### EXTRA SERVICES - Rates

<b>Registered Office</b> A prestigious address for your company's Registered Office	€ 50,00/month
<b>Office and Meeting Rooms daily rental</b> Up to 12 people	At PREFERENTIAL rates
<b>Translations and interpreters</b>	At PREFERENTIAL rates

### "NO PROBLEM" OPTIONS

<b>"FORFAIT"</b> Secretarial assistance to answer phone calls and notify them by email, calls diversion through operator, daily notification on all mail and telephone messages at	€ 30,00/month
<b>"ALL INCLUSIVE"</b> Secretarial assistance to answer phone calls and notify them by email, calls diversion through operator, daily notification on all mail and telephone messages, weekly forwarding of mail, faxes etc., incoming/outgoing fax service, at	€ 50,00/month

Phone and franking/carriers costs charged separately  
Advertising campaigns and/or promotional mailings excluded

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