

## REGISTERED OFFICE MILAN & ROME

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

Our REGISTERED OFFICE service allows you to use our prestigious addresses as your own to establish your company's Registered Office. This service can be used either to establish brand new companies, or to move already existing ones from elsewhere.

You can also use this service if you need to set up a company's branch office, but not to set up the company's headquarters or head office.

MULTILINGUAL SECRETARIAL ASSISTANCE. Our staff will assist you to:

- ✓ collect and file in your personal and reserved box all your received mail and parcels
- ✓ inform you daily about received calls and mail
- ✓ forward, weekly, all your mail to another address

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.

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

#### Other available services

- ✓ 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 Rome, Brescia, Catania, Florence, Genoa, Livorno and Palermo.

#### 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

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

#### YOUR OFFICE IN MILAN OR ROME AT 330,00 € 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 Services Business Centres S.r.l.

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## REGISTERED OFFICE MILAN & ROME

### Rates:

		REGISTERED OFFICE BRONZE	REGISTERED OFFICE SILVER	REGISTERED OFFICE GOLD
<b>Registered Office</b> € 120,00/month A prestigious address for your company's Registered Office		✓	✓	✓
<b>Personal telephone line and Fax Number</b> € 70,00/month - Personalized answering by our multilingual operators (€ 1,50 per message) - With diversion to any location (phone costs excluded)				✓
<b>Daily notification of mail, messages etc.</b> (phone costs excluded) € 30,00/month				✓
<b>Weekly mail forwarding</b> € 20,00/month Franking costs excluded			✓	✓
<b>Monthly rate, QUARTERLY contract</b>	€ 120,00	€ 140,00	€ 240,00	
<b>Monthly rate, YEARLY contract</b>	€ 96,00	€ 112,00	€ 192,00	

<b>TERMS</b>	Quarterly or yearly, tacit extension
<b>PAYMENT</b>	In advance

<b>DEPOSIT</b>	Two months' service cost
<b>VAT</b>	21% (deposit excluded)

EXTRA SERVICES	
▪ Fax number	€ 30,00/month
▪ Multilingual secretarial service	€ 40,00/month
- manage your diary schedule	
- mailing	
- plane, train, hotel booking	
▪ Photocopying and printing	€ 0,15/page
▪ Scanning (up to 5 pages)	€ 1,00
▪ Office daily rental	At PREFERENTIAL rates
▪ Meeting Rooms Up to 12 people	
▪ Translations and interpreters	
<b>NETWORK CARD</b> 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. <b>[complimentary for GOLD clients]</b>	€ 250,00/year