

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 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

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 Service Network is available in all major cities in Italy.

For complete listing please visit our web site

www.executivenetwork.it or call our

TOLL FREE NUMBER (ITALY ONLY)



Executive Services Business Centres S.r.l.

Headquarters: Via Vincenzo Monti, 8 20123 Milano

Tel: +39 02 467121 Fax: +39 02 48013233- e-mail: executive@executivenetwork.it

www.executivenetwork.it

VIRTUAL OFFICE MILAN & ROME

Rates:

		BUSINESS ADDRESS	BASIC VIRTUAL OFFICE	TOP VIRTUAL OFFICE
Business Address Prestigious business address (as your own) to print on your stationery	€ 60,00/month	✓	✓	✓
Unique telephone number Personalized answering by our multilingual operators (€ 1,50 per message taken and notified by e-mail)	€ 90,00/month			✓
Personal telephone line With diversion to any location or onto voicemail (phone costs excluded)	€ 50,00/month		✓	
Fax number Including 30 incoming and/or outgoing pages/month	€ 30,00/month		✓	✓
Daily notification of messages, mail, faxes etc.. (phone costs excluded)	€ 30,00/month			✓
Weekly mail forwarding Franking costs excluded	€ 20,00/month	✓		
Network Card 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: € 250,00/year]	Free of charge			✓
Monthly rate, QUARTERLY contract	€ 80,00		€ 140,00 € 130,00	€ 210,00 € 180,00
Monthly rate, YEARLY contract	€ 71,00		€ 111,00	€ 155,00

TERMS	Quarterly or yearly, tacit extension	DEPOSIT	Two months' service cost
PAYMENT	In advance	VAT	21% (deposit excluded)

EXTRA SERVICES - Rates

Registered Office A prestigious address for your company's Registered Office	€ 60,00/month
Office and Meeting Rooms daily rental Up to 12 people	At PREFERENTIAL rates
Translations and interpreters	At PREFERENTIAL rates

"NO PROBLEM" OPTIONS

"FORFAIT" 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
"ALL INCLUSIVE" 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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