



THE V-EDITION

September 2016

GET SOCIAL WITH US



Available
weekdays
8:30AM to
5:30PM

Not enough
hours in the day?
Get a P.A with VCSO

What can we do for you?

Let our friendly assistants from VCSO help you with your administrative and personal duties.

No task is too small we can assist with:

- maintaining diaries
- producing documents
- handling your mail incoming/outgoing
- arranging any travel plans and accommodation
- booking appointments and much more

Please see your front of house corporate receptionist onsite to provide you with individual resumes and any further information.

6 things to know about **Virtual Offices**



1. What is a Virtual Office?

When the term Virtual Office is heard most people don't know what that means or the full extent of what is included. In basic terms a Virtual Office gives clients of YOUR business the impression that you have a fully functioning building, floor or office just for YOUR business with receptionists, meeting rooms, a business lounge and a kitchen area. In reality, however, you are paying a serviced office to give YOUR business this impression without the need of actually leasing an office space.

2. The benefits to **YOUR** business

Virtual Offices are all about providing that wow factor to YOUR business. You might be a startup business and already your business cards have a prestige CBD address. You have a meeting with a potential client or investor, Virtual Offices provides you with access to meeting and boardrooms within the CBD that really impress with 6-star customer service, facilities and views. You will never miss a call from a potential client again, as reception team will answer every call in your business name and handle them as per your instruction. You have access to day suites and a business lounge within the CBD for those days were you just need an office to keep you focused.

3. Will a Virtual Office suit **YOUR** business?

Virtual Offices are suited for all businesses. It's especially great for start-ups and growing companies wanting to expand to different cities, states and countries.

4. The set-up

It's a simple set-up, all you need to do is provide company details, fill out a questionnaire of what services you would like for YOUR business and sign the agreement. Your Virtual Office will be up and running within 24 hours of you signing.

5. The cost

The best part about Virtual Offices is you can have all this starting with as little as \$5 a day! Virtual packages are tailored to YOUR business, therefore, prices are what you make it.

6. Why VCSO?

What sets VCSO apart from other serviced offices are the extras included with every package. YOUR own reception team. They are at your disposal for any secretarial, or administration task you might need. They can handle calls, mail and booking meetings and appointments for you.

Branding. Most serviced offices focus just as much on their own branding as the clients, possibly even more so, but at VCSO our number one priority is the client. We don't display our brand anywhere in the office so that when your clients, investors or business associates visit our locations to meet with you it appears as the floor is all YOUR business.

Breakout area. Relax and enjoy your lunch break equipped with all your basic kitchen utilities, cutlery and crockery plus a barista for all YOUR hot beverage needs.

Still unsure?

VCSO has a **1 MONTH FREE TRIAL** no obligations. You can trial different services, see what works best for YOUR business and if you don't think it's for you after 1 month, no harm done.

For more information, call **1300 788 292**

