

# VIRTUAL OFFICE BOOKING FORM

*Please use this form to obtain a quote and/or make a booking.*

COMPANY INFORMATION			
<b>Company Name</b>			
<b>Contact Name</b>			
<b>Postal Address</b>			
<b>Phone #</b>			
<b>Mobile Phone #</b>			
<b>Fax #</b>			
<b>Email Address</b>			
REQUIREMENT DETAILS			
<b>Start Date</b> <small>(Please Allow 24 Hours for Set-Up)</small>			
SERVICES REQUIRED:	SERVICE	PLEASE TICK	COST (ex. GST)
			\$150.00 pcm
	Address / Mail		Included
	Forwarded Mail		Depends on your Instructions
	Phone Answering		Included
	<b>Own Phone #</b>		
	Connection		\$80.00 (One Off)
	Monthly Rental		\$35.00 pcm
	Voicemail		\$5.00 pcm
	Forwarded Calls		As Per Meter
	SPECIAL REQUESTS		



A division of:  
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