



THE FLEXY OFFICE SYSTEM

The **Flexy Office** system provides a virtual office business support service to clients and its success is based on the high quality of service to which it is committed.

Listed below is a full range of **Flexy Office** options available to clients.

FLEXY OPTIONS

- PERSONAL/COMPANY TELEPHONE NUMBER
- PERSONALISED ANSWERING SERVICE
- MESSAGE HANDLING
- CALL TRANSFER
- PRESTIGE BUSINESS ADDRESS – MAIL HANDLING
- FAX SERVICES
- E-MAIL
- WORD PROCESSING AND DICTATION
- DIARY MANAGEMENT
- SHORT MESSAGE SERVICE
- MAIL & INTERNATIONAL COURIER SERVICES
- WEB SITE DESIGN & MANAGEMENT
- COMPANY FORMATION
- TRANSLATION & INTERPRETATION
- DATABASE MANAGEMENT
- TRAVEL ARRANGEMENTS & HOTEL RESERVATIONS
- MEETING ROOMS



PRICE SCHEDULE

PERSONAL OR COMPANY TELEPHONE NUMBER

€ 60,00
Per month

This service can be forwarded to a telephone number of your choice or access a voice mail facility.

Diverted calls charged at FlexyCom tariff

PERSONAL OR COMPANY TELEPHONE NUMBER WITH PERSONALISED ANSWERING SERVICE

€100,00
Per month

Your telephone number will be answered by one of our assistants with a greeting of your choice

The first 40 incoming calls are Included additional calls are charged € 0,70 each

MESSAGE HANDLING

€ 0,70
Per transaction

This service consists of proactive message notification by fax, e-mail or verbally by one of our assistants, the frequency being decided by you.

Calls are charged at FlexyCom tariff

CALL TRANSFER

This facility allows you to nominate calls that you wish to have diverted to you during the day , these calls will be introduced to you by our assistant

Calls are charged at FlexyCom tariff

PRESTIGE BUSINESS ADDRESS

This gives you prestige Milan address for all your correspondence.

€ 60,00
Per month
*Mail Forwarding
€ 1,30 + postage
Mail receiving
€ 1,30*



**ALL PRICES ARE SUBJECT TO IVA
TWO MONTHS SERVICE DEPOSIT AND SERVICE FEES
IS PAYABLE THREE MONTHS IN ADVANCE.
PRICES FOR ALL OTHER SERVICES ARE AVAILABLE ON APPLICATION.**

MEETING ROOM

This facility is available for meetings with up to 8 or 12 people seated comfortably around one table. Overhead projector provided and refreshments available on request.

€ 36,00 per hour
€137,00 half day
€259,00 per day
Charge excluding IVA
Refreshment tariff available.

SERVICED OFFICES

This facility is available for day, half day and all day rental, the offices are furnished for one person. Full administrative support is available. Preferential rates available for regular and longer -term bookings.

€ 19,00 per hour
€ 72,00 half day
€136,00 per day
Charge excluding IVA

FLEXY OFFICE PACKAGES

FLEXY BASIC

- COMPANY/PERSONAL TELEPHONE NUMBER
- PERSONALISED ANSWERING SERVICE
- MESSAGE HANDLING
- CALL TRANSFER
- FAX
- COMPANY ADDRESS AND MAIL HANDLING

€150,00 per month

The first 40 incoming calls are included, additional inbound calls are charged at €0,70 each. Message handling €0,70 per transaction + FlexyCom tariff. Mail Forwarding €1,30 + postage Mail receiving €1,30

FLEXY BRONZE

- COMPANY/PERSONAL TELEPHONE NUMBER
- PERSONALISED ANSWERING SERVICE
- MESSAGE HANDLING
- CALL TRANSFER
- E-MAIL ADDRESS
- FAX
- COMPANY ADDRESS AND MAIL HANDLING

€200,00 per month

The first 125 incoming calls are included, additional inbound calls are charged at €0,70 each. Messages handling €0,70 per transaction + FlexyCom tariff.



FLEXY SILVER

€300,00 per month

- COMPANY / PERSONAL TELEPHONE NUMBER
- PERSONALISED ANSWERING SERVICE
- MESSAGE HANDLING
- CALL TRANSFER
- E – MAIL ADDRESS
- FAX
- COMPANY ADDRESS AND MAIL HANDLING
- MEETING ROOM HALF DAY

*The first 175 incoming calls are included, additional calls are charged at € 0,70 each.
Messages handling € 0,70 per transaction + FlexyCom tariff.*

FLEXY GOLD

€370,00 per month

- COMPANY/PERSONAL TELEPHONE NUMBER
- PERSONALISED ANSWERING SERVICE
- MESSAGE HANDLING
- CALL TRANSFER
- E-MAIL ADDRESS
- FAX
- COMPANY ADDRESS AND MAIL HANDLING
- MEETING ROOM HALF DAY

*The first 225 incoming calls are included, additional calls are charged at € 0,70 each.
Messages handling € 0,70 per transaction + FlexyCom tariff.*