



VIRTUAL OFFICE

	STANDARD PACKAGE	BUSINESS PACKAGE	CORPORATE PACKAGE
12 months contract	HK\$200	HK\$438	HK\$698
6 months contract	HK\$240	HK\$478	HK\$738

MAIL AND PARCEL HANDLING

government registered address at our centre	•	•	•
corporate registered address at our centre	•	•	•
government/corporate/personal mail and parcel handling	•	•	•
mail forwarding and storage service	•	•	•
immediate notification by e-mail or phone	•	•	•

PROFESSIONAL CALL MANAGEMENT

dedicated local business line		•	•
customisable phone answering service		•	•
call forwarding to designated local number		•	•
dedicated voicemail box		•	•
immediate notification by e-mail or phone		•	•
voicemail transcribed into e-mail format		•	•
dedicated local fax number (in only)			•
incoming fax transmitted directly to your designated e-mail address			•

MEETING ROOM SERVICES

5 hours of meeting room access with phone and internet per month			•
access to utility and pantry facilities	•	•	•
access to trilingual secretarial and concierge services	•	•	•
meeting room access on ad-hoc basis	•	•	•

ADDITIONAL SERVICES

government registered address at our centre	HK\$1,000 per year
dedicated local fax number with incoming fax transcribed into e-mail format (in)	HK\$50 per month
dedicated local business line	HK\$150 per month
customisable phone answering service	HK\$200 per month
e-fax service with dedicated local fax number (in & out)	HK\$100 per month
immediate notification by SMS (local or china number)	HK\$80 per month
scanning of mail and transcribed into e-mail format	HK\$100 per month
corporate domain and 5 e-mail addresses	HK\$1,500 per year
company name listing (digital signage)	HK\$100 per month (one time setup fee \$500)
mobile meeting room rental for 2-4 person	HK\$180 per hour
conference room rental for 4-8 person	HK\$280 per hour

Terms and Conditions

- all business packages are charged on a monthly and prepaid basis. Client is required to settle the package fee in full.
- the mailing deposit of HK\$500 (refundable) has to be settled in advance for all packages before the service commences.
- all packages are only inclusive of two designated contacts for telephone and mail, each additional contact is charged at HK\$50 per month.
- a maximum of 4 contacts can be registered for all packages.
- subject to the terms and conditions of Anlex virtual office agreement.
- facilities subjects to plans and availability.
- standard office hours are from Monday to Friday 9 am to 6 pm.
- Anlex reserves the right to make alternations without prior notice.

虛擬辦公室

	基本 組合	商業 組合	企業 組合
12個月合約	HK\$200	HK\$438	HK\$698
6個月合約	HK\$240	HK\$478	HK\$738

郵件及包裹處理

提供專用政府註冊地址	●	●	●
提供專用商業地址	●	●	●
處理及收取政府/公司及私人郵件及包裹	●	●	●
郵件保存及轉發服務	●	●	●
即時以電郵或電話通知	●	●	●

專業來電管理

提供一個專屬電話線		●	●
指定或個性化的接聽服務及以您公司名義接聽來電		●	●
轉發來電至指定本地電話		●	●
提供一個專屬語音信箱		●	●
即時以電郵或電話通知		●	●
記錄留言及將信息傳遞到你的電郵地址		●	●
提供一個本地專屬傳真號碼 (只限接收)			●
傳真即時傳送到指定電郵地址，無需外掛軟件及沒有地域限制			●

會議室服務

每月供使用5小時會議室			●
使用本中心的茶水間	●	●	●
使用精通三語的專業秘書及前檯服務	●	●	●
臨時使用會議室	●	●	●

附加服務

專用政府註冊地址	每年HK\$1,000
提供一個本地專屬傳真號碼 (只限接收) 及 傳真即時傳送到指定電郵地址	每月HK\$50
提供一個本地專屬電話號碼	每月HK\$150
指定或個性化的接聽服務及以您公司名義接聽來電	每月HK\$200
提供一個本地專屬傳真號碼及網上收發傳真服務 (收取及發出)	每月HK\$100
即時以短信通知 (只限本地及中國手機號碼)	每月HK\$80
代客打開郵件，掃描至指定電郵地址	每月HK\$100
公司域名及5個電郵地址	每年HK\$1,500
公司名牌 (電子水牌)	每月HK\$100 (一次性設置費HK\$500)
租用流動會議室 (2-4人)	每小時HK\$180
租用會議室 (4-8人)	每小時HK\$280

條款與細則

- 所有商務組合收費是按月及以預繳方式為計算單位，客戶需一次過支付組合全額。
- 每個商務組合均需支付轉寄按金港幣500元(可退回)，並於服務開始前支付。
- 所有商務組合只包括2名指定聯絡人(電話及郵件)，每名額外聯絡人將收取每月港幣50元。
- 每個商務組合最多可以註冊4位聯絡人。
- 須受灝鏘之虛擬辦公室合約條款及細則約束。
- 設施的使用視情況及計劃而定。
- 辦公時間為星期一至星期五上午九時至下午六時。
- 灝鏘保留隨時更改價目及條款之權利並不作另行通知。