

Rates

Company Secretarial Duties:

Company Incorporation	£140.00 + VAT
Use of Registered Office Address	£135.00 + VAT per annum
Company Secretarial Duties	£135.00 + VAT per annum
Directors use of Service Address	£50.00 + VAT per annum
Statutory Forms	£50.00 + VAT per filing

Prestige Address:

Mail held for collection	£125.00 + VAT per quarter
Forwarding of letter/packages	£2.00 + VAT + postage and packaging
Standard Deposit for mail forwarding	£50.00 Security

Virtual Office Services:

Telephone calls answered in Company name & messages forwarded to you	£237.50 + VAT per quarter
Telephone calls answered in Company name & transferred to you	£300.00 + VAT + BT Charge per quarter

Other Services:

Emails: Subs – own address	£31.25 + VAT per quarter
Emails “to and from”	£2.00 per email
Faxes: Overseas (per A4/+ pages)	£4.50/2.20
UK (per A4/+ pages)	£2.50/1.50

Secretarial Services:

Personal Secretary	£50.00 + VAT per hour
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*All services are subject to a minimum cover of 26 weeks.