

virtual office

This service is ideal for people who work from home or spend a lot of time out of the office but want a business presence. We can handle your telephone calls with your own personalised greeting. Telephone messages can be e-mailed or sent via SMS or we can provide a complete call handling service depending on the nature of the call we can determine who should receive the message. We can also offer diary management and website support.

We can handle your mail and faxes and inform you via email or scan them to you. We can arrange to forward your mail onto your nominated address by bulk or keep the items on site for your collection in our mail centre.

Our virtual services are available between 8:30am - 5pm Monday - Friday with a personalised recorded voicemail available after hours.

Virtual services can be tailored to your business requirements and we will happily discuss personalised procedures with you.

Create a business presence with a virtual office.



- Full reception & Secretarial Services
- Central Location
- FREE Car Parking
- Modern, Fully Furnished
- Air Conditioned Offices
- Telephone & Broadband Internet Access

Ph: 4940 7200



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our facilities

We offer 12 fully serviced offices, incorporating reception and secretarial support. Our reception provides a comfortable foyer for your waiting clients, personalised telephone answering, and a friendly receptionist to meet and greet your clients.

Our offices are professionally fitted with modern furniture, a programmable telephone handset and broadband internet access. Offices are available for long term use or on a full or half day basis.

Our stylish boardroom, is a great place for meetings or for group training purposes. The boardroom is available on a weekly, daily or hourly basis at very reasonable rates. When not in use the boardroom is a social hub for our onsite clients and staff to chat over lunch or over a cuppa.

Our serviced offices come in two sizes to cater for those requiring that extra office space.



security

We provide our dedicated clients with 24 hour, 7 days a week access with their own personalised pin and peace of mind of security with a back to base alarm system.

complimentary car parking

We offer our clients the convenience of free car parking located at the rear of our building. There is usually sufficient non-meter on street car parking for your visiting clients.

fully equipped kitchenette

We supply complimentary tea and coffee and use of fridge and microwave facilities.

location

Conveniently located outside of the city hustle and bustle yet only a short drive away from the restaurants & cafes of Beaumont Street and Newcastle CBD.

With the Premier Hotel providing cheap counter lunches and a service station both located on our doorstep and a takeaway within walking distance.

secretarial services

Faxing

Facsimile services are available to your company, we can distribute them as they are received to our internal mail centre of the appropriate business. We can notify you via email or SMS if you are out of the office (relevant charges apply) or we can scan the fax & email it to you.

Word processing/data entry & compiling reports

They say time is money, save time & have our staff compile your reports or type up your business letters.

Diary management

Our staff can schedule your appointments, giving you more time to meet them. We are experienced in a number of scheduling software as well as hardcopy diaries.

Printing, photocopying & scan to email

Our friendly staff can also help you with your black & white printing, photocopying and can even scan your documents so they can be conveniently emailed.

