

# Servcorp Virtual Office®

The first and the finest

Your address can be...



From 101 Avenue des Champs Elysées, Paris



to 375 Park Avenue, New York City



to Two International Finance Centre, Hong Kong

120 premium locations worldwide!

Be in business instantly – Sign up online!

First month at 50% off!



## Exclusive benefits

- **Sign up online** – you get your address and phone number instantly and the 1st month membership at 50% off!
- No security deposit – **we trust you!**
- Monthly membership – **no further obligation.**
- Team members dedicated to Virtual Office clients in each location - No call centres!
- Global IP telephone network - **cheap calls to the world.**
- Servcorp's IT infrastructure, superfast broadband, in-house support team.
- **Servcorp Online** - you can change the way we answer your phone and direct your calls. Book boardrooms, offices, lounges and services in real time.
- Your trained receptionist is like a professional newsreader - **there can be no mistakes.**
- 20% of your monthly spend accumulates to be spent on a Virtual Upgrade to a Servcorp Serviced Office.



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Select from the individual packages to suit your business needs. **It's your choice!**

Or take the Virtual Office Platinum package and receive everything you need for less.



### Virtual Office Communications

- **A receptionist in your chosen location to answer your calls in your company name and transfer to your office, mobile, unified messaging system, or anywhere in the world**
- Dedicated telephone number
- Voicemail to email message delivery system\*
- 24/7 interactive personal voicemail
- SMS messaging\*
- Fax number
- Allocated multilingual personal assistant
- Book our services online
- Detailed invoices online
- Business services online



### Virtual Office Meetings

- **International access to boardrooms and office hire**
- **1 hour per day, 5 hours per week\* in the executive business lounge**
- **3 days per month use of an office/ executive business lounge in any other Servcorp city\***
- Allocated multilingual personal assistant
- Access to broadband internet
- Fax number
- Video-conferencing facilities\*
- Book our services online
- Detailed invoices online
- Business services online



### Virtual Office Address

- **Prestigious city business address for your letterheads, business cards and mail delivery**
- Management of mail, faxes and couriers
- Fax number
- **1 hour per day, 5 hours per week\* in any Servcorp executive business lounge worldwide**
- Allocated multilingual personal assistant
- Book our services online
- Detailed invoices online
- Access to broadband internet
- Business services online



### Virtual Office Platinum

- **A receptionist to answer your calls in your company name and transfer to your office, mobile, unified messaging system, or anywhere in the world**
- Dedicated telephone number
- Voicemail to email message delivery system\*
- 24/7 interactive personal voicemail
- SMS messaging\*
- Dedicated fax number
- **Prestigious city business address**
- Management of mail, faxes and couriers
- Allocated multilingual personal assistant
- **International access to boardrooms and office hire**
- **3 hours per day, 15 hours per week, 60 hours per month\* in any Servcorp executive business lounge worldwide**
- **3 days per month use of an office/ executive business lounge in any other Servcorp city\***
- Book our services online
- Detailed invoices online
- Video-conferencing facilities\*
- Access to broadband internet
- Business services online

We help you run your business, take orders from your clients, organise your printing, share files, send and receive mail, whatever you need and all in the location you choose, not from a call centre.

If you need more than one location, ask your Manager about Virtual Office options!

\* Available in most locations  
\* Non-accumulative

Use the comparison table below to find the best solution for you.

Your benefits	Address	Comms	Meetings	Platinum	Other providers
We trust you! <b>No security deposit is required.</b> (If paying by credit card)	😊	😊	😊	😊	✗
Minimum commitment of one month - <b>you can give one month's notice at anytime.</b> We know how good our service is, you don't need to sign a long term agreement.	😊	😊	😊	😊	✗
<b>Our IT specialists</b> have written our own online system so you can manage your services remotely.	😊	😊	😊	😊	✗
Your own dedicated team. Not a call centre and not temps. <b>They know and love our clients.</b>	👉	👉	👉	👉	✗
You will love this - <b>view your invoices online.</b>	👉	👉	👉	👉	✗
Access to online business tools including online meeting hosting, secure large file transfers, corporate discounts, and more...	🔧	🔧	🔧	🔧	✗
Refer a friend or business partner and receive <b>generous rewards.</b>	👤	👤	👤	👤	✗
All virtual clients can easily upgrade to another Virtual Office package or to a Servcorp Serviced Office.	👤	👤	👤	👤	✗
<b>Multi-lingual personal assistants</b> at your service for remote assistance or on-site bookings.	😊	😊	😊	😊	Check first
In-house IT Help at your fingertips.	😊	😊	😊	😊	✗
Your local fax number.	😊	😊	😊	😊	😊
Your <b>address</b> in a landmark building in top cities worldwide.	😊	😊	😊	😊	Check first
Mail, fax and courier management.	😊	😊	😊	😊	😊
<b>Your dedicated</b> local business telephone number.		😊		😊	😊
Your <b>dedicated</b> local fax number.				😊	✗

Your benefits	Address	Comms	Meetings	Platinum	Other providers
<b>Servcorp Rewards</b> - 20% of what you spend goes into your own "fund for the future" that can be spent upgrading to a Serviced Office.	👤	👤	👤	👤	✗
Online - <b>you</b> decide exactly the way your telephone is answered and <b>your charming receptionist</b> answers your phone as you would like. There can be no mistakes!		😊		😊	✗
<b>You</b> program the receptionist's screen - incoming calls trigger the information you provided about the way you want your phone answered. Our receptionist just points and clicks and transfers calls as you have instructed. <b>No mistakes.</b>		😊		😊	✗
<b>Your</b> 24 hour interactive voicemail with email delivery options.		😊		😊	Check first
<b>You have</b> access to boardrooms, meeting rooms and day offices in any Servcorp location worldwide.			😊	😊	Check first
Online real-time bookings of boardrooms, meeting rooms, day offices and business lounges on a daily basis, hourly or for as little as <b>10 minutes.</b>			😊	😊	✗
Access to video-conferencing and online meeting hosting.			😊	😊	Check first
Use of a <b>day suite office</b> or executive business lounge for up to <b>3 days</b> per month when travelling to another city.			😊	😊	Check first
<b>Complimentary access to any executive business lounge worldwide.</b>	1 hour per day		1 hour per day	3 hours per day	✗
Servcorp Onefax, fax to email technology.				Optional	✗
Servcorp Onefone - <b>take your virtual office phone on your PC!</b>		Optional		Optional	✗
Additional address, dedicated telephone and fax numbers in different cities in Servcorp's worldwide network.				One phone call	✗

# Servcorp's worldwide locations.

Sign up online at [www.servcorp.net](http://www.servcorp.net)

## Australia

**Adelaide**  
Westpac House

**Brisbane**  
AMP Place  
Riparian Plaza  
400 George Street

**Canberra**  
St George Centre

**Barton**  
The Realm

**Melbourne**  
101 Collins Street  
140 William Street  
710 Collins Street  
1 Southbank Boulevard

**Sydney**  
Chifley Tower  
MLC Centre  
Market Street

**North West Sydney**  
Octagon Parramatta  
Avaya House North Ryde  
Nexus Building Norwest  
Business Park

**North Sydney**  
101 Miller Street  
201 Miller Street

**East Sydney**  
Tower Two Westfield  
Bondi Junction

**Hobart**  
Reserve Bank Building

**Perth**  
AMP Building  
Central Park

**New Zealand**

**Auckland**  
ASB Bank Centre  
PWC Tower

**Wellington**  
Vodafone on the Quay

**Christchurch**  
Forsyth Barr House

**Japan**

**Tokyo**  
Yebisu Garden Place Tower

Aoyama Palacio Tower  
Marunouchi Trust Tower – Main  
Tokyo Sankei Building  
Shinagawa Intercity Tower A  
Shiodome Shibarikyu Building  
Shiroyama Trust Tower  
Levels 16 and 27  
Nittochi Nishi-Shinjuku Building  
Hibiya Central Building  
Sunshine 60  
Nihonbashi Wakamatsu Building  
Tokyo Big Sight - Ariake  
Frontier Building  
Shinjuku Nomura Building  
**Fukuoka**  
Fukuoka Tenjin Fukuoku  
Seimei Building  
NOF Hakata Ekimae Building

**Nagoya**  
Nikko Shoken Building  
Nagoya Lucent Tower

**Osaka**  
Hilton Plaza West Office Tower  
Edobori Center Building  
Shinsaibashi Plaza Building  
Shinkan

**Yokohama**  
TOC Minato Mirai Building

**Thailand**  
**Bangkok**  
One Silom Road  
The Offices at Centralworld

**Indonesia**

**Jakarta**  
The Plaza

**Philippines**

**Manila**  
Tower One Ayala Triangle

**Malaysia**

**Kuala Lumpur**  
Menara Citibank  
Menara Standard Chartered

**Singapore**

**Singapore**  
Suntec Tower Three  
Six Battery Road  
Marina Bay Financial Centre Tower 2

## China

**Hong Kong**  
Two International Finance Centre  
The Hong Kong Club Building

**Shanghai**  
Citigroup Tower  
Shanghai Kerry Centre  
Rockbund

**Beijing**  
Oriental Plaza  
China Central Place  
Fortune Resources International Building

**Chengdu**  
Shangri-La Office Tower

**Hangzhou**  
LYRA Singapore-Hangzhou - Science and Technology Park

**Guangzhou**  
IFC West Tower

**India**

**Mumbai**  
Vibgyor Towers

**Hyderabad**  
Maximus Towers

**United Kingdom**

**London**  
Dashwood House  
40 Bank Street Canary Wharf

**Belgium**  
**Brussels**  
Bastion Tower  
Schuman Rue de la Loi 227

**France**

**Paris**  
17 Square Edouard VII  
21 and 23 Boulevard Haussmann  
Louis Vuitton Building  
101 Champs Elysées

**United Arab Emirates**

**Abu Dhabi**  
Al Mamoura

**Dubai**  
Emirates Towers  
Al Habtoor Business Tower

**Bahrain**

**Manama**  
Bahrain Financial Harbour

**Kuwait**  
**Kuwait City**  
Sahab Tower

## Lebanon

**Beirut**  
Beirut Souks Louis Vuitton Building

**Qatar**

**Doha**  
Commercialbank Plaza

**Saudi Arabia**

**Jeddah**  
Jameel Square

**Riyadh**  
Al Faisallah Office Tower

**Turkey**

**Istanbul**  
Louis Vuitton Orjin Building  
Nisantasi

**Egypt**

**Cairo**

**United States of America**

**Atlanta**  
Terminus 200  
12th and Midtown

**Chicago**  
300 North La Salle  
155 North Wacker

**New York**  
1330 Avenue of the Americas  
The Seagram Building

**Washington DC**  
1155 F Street  
1717 Pennsylvania Avenue

**Philadelphia**  
BNY Mellon Center

**Dallas**  
Rosewood Court  
Preston Road  
JP Morgan International Plaza III

**Houston**  
Bank of America Center  
Williams Tower

**Boston**  
One International Place

**Irvine**  
Irvine Towers

**Los Angeles**  
601 S.Figueroa

**San Francisco**  
101 California Street  
Bank of America Tower

**Miami**  
Wachovia Financial Center

**Denver**  
1200 Seventeenth Street

**McLean**  
Corporate Office Centre Tysons II



Sign up online and receive your 1st month at 50% off! You will receive a phone number instantly and be in business in minutes!

# Servcorp rewards



## Servcorp Loyalty Program

At Servcorp, we understand that markets are constantly changing and your business needs to be ready to react. The Servcorp Loyalty Program rewards Servcorp Virtual Office® clients for their ongoing support by offering extra flexibility and cost savings.

**At the end of each month, you earn a 20% rebate on your Servcorp Virtual Office® expenditure.**



Your Servcorp rebate can be viewed on your monthly invoice and redeemed on one of the following offers:

### Virtual Upgrade

If your business is growing, take a Serviced Office with Servcorp. To help make the transition from a Virtual Office to a Serviced Office smooth, use your Servcorp rebate to offset the rental costs.

### Virtual Pause

If your business is facing a quiet period, why not consider taking a Virtual Pause? Rather than losing your business presence and telephone number at such a crucial time, you may use your Servcorp rebate to offset your Servcorp Virtual Office® rental costs for up to three months.



## Refer a friend

If you refer a friend or associate to Servcorp and that person becomes a new client at any Servcorp location, we'll show our appreciation of your support by offering you generous rewards including one month free Virtual Office membership, shopping vouchers to exclusive department stores and many other choices through our rewards program!

In addition, once you have passed on six successful Servcorp Virtual Office® referrals to us, you can choose from a range of even greater rewards.

