

VIRTUAL OFFICE

A virtual office provides you with a prestigious business address **and a credible, risk-free** base for corresponding with your valued clients, **at minimal costs and NO hidden costs**. Office Links provides a complete corporate image with only a small fraction of the cost of having a traditional office. We handle your day-to-day details so you can concentrate on growing your business.



“ we offer *flexible office solutions* to match with your dynamic business requirements ”

Basic Service Plans:

Service Categories	Features	Service Plans			
		A	B	C	D
		Address (Gov't)	Address (Gov't + Commercial)	Address + Tel	Address + Tel
		Gov't Mails only	Gov't + Commercial Mails	Tel Message-taking only	Tel Call Redirection
Central branch					
Monthly Service Fee (HKD)	Standard rate for 3-month contract	N/A	N/A	\$240	\$340
	circa. 10% off for 6-month contract	N/A	N/A	\$220	\$305
	circa. 20% off for 12-month contract	\$50	\$80	\$200	\$270
Quarry Bay branch					
Monthly Service Fee (HKD)	Standard rate for 3-month contract	N/A	N/A	\$220	\$300
	circa. 10% off for 6-month contract	N/A	N/A	\$200	\$270
	circa. 20% off for 12-month contract	\$50	\$70	\$180	\$240
Address & Mail Handling	Address for HK government use	✓	✓	✓	✓
	Address for commercial correspondences		✓	✓	✓
	Mail handling with your preferred way of notification	✓	✓	✓	✓
Telephone Answering Services	Private Telephone Number			✓	✓
	Answer your calls in your company's name			✓	✓
	Redirect calls to your HK designated number				✓
Office facilities & Business Services	Conference room access at member's rate	✓	✓	✓	✓
	Access to Office equipment and complimentary tea & coffee	✓	✓	✓	✓
	On-Demand Business & Secretarial Services	✓	✓	✓	✓

Additional Value-added Services:

Fax Services	
Shared fax number	HK\$30
Private e-fax number (fax-to-email)	HK\$50

Letter Transfer Services	
Between our centres (weekly service)	HK\$20
To your specific address (once a month)	HK\$20 + postage

Voice Mailbox (for Plan C or D only)	
Voice-to-email function	HK\$40

Private Mailbox (for Central branch only)	
24-hour access dedicated mailbox	HK\$50

Central branch

Suite 1002, Chuang's Tower
30-32 Connaught Road Central, Hong Kong
Tel: (852) 3749 7745

Quarry Bay branch

Suite 1008, Prosperity Millennia Plaza
663 King's Road, Quarry Bay, Hong Kong
Tel: (852) 3749 7747