

Virtual Office Services

Service Description & Pricing 2022





Robert Croucher - Managing Director

Evolution of a virtual office

Our Clients

Our clients are at the centre of our business - without you, we would not exist. We strive to understand your ever-changing needs, to provide us with the opportunity to help you achieve your goals.

Our staff

Our exceptional customer service comes from a dedicated team of professionals, each member is constantly growing and learning each day. Our belief system rewards academic training and technical professionalism.

Our greatest assets are often our best and brightest individuals. We treat them as we would any client: they are valued, respected and given the ability to constantly grow with us; we believe everyone should have a voice.

Core values

We value Integrity, from both client and service provider. This is a cornerstone of our philosophy. We are always transparent: our service charges, fee's and costs are always up front. We believe that the advice should be free but the service should be paid for.

Why Hatton & Berkeley?

We want to learn about your business so we can help create efficiency for you, that is valuable to you.

We provide all the usual advice to clients on UK tax compliance, cross-border transactions, insurance and finance - but that is not what makes us different.

We create efficiency of service by a combination of automation and bespoke customer services for specialist needs.

So if you need a forward thinking business service provider that is interested in helping you become a success in your chosen field, then maybe we should talk more often.

A handwritten signature in black ink, appearing to read 'Robert Croucher', written in a cursive style.

Robert Croucher
Managing Director

Business Address Package

London Virtual
Office Provider

Registered Office Service

Register your company at our offices with Companies House, UK.

Directors Service Address

Use our offices as your public correspondence address on Companies House, keeping your home address private.

Mail Forwarding Service

Your company mail forwarded anywhere internationally, includes letters and parcels. Fast, efficient and billed on a pay as you go basis.

Virtual Address Service

Display the Address on your website, social media, stationary, use it for formal and informal correspondence with your clients and suppliers.

Pricing

Berkeley Square

Mayfair, London W1

£60 per month* (£720 annually)

*Consumable costs and VAT charged separately.
The Business Address Package can be purchased for annually in advance at a 10% discounted rate, or monthly billed via Direct Debit.

Call Divert Package

Business Address & Telecoms Package

Registered Office Service

Register your company at our offices with Companies House, UK.

Directors Service Address

Use our offices as your public correspondence address on Companies House, keeping your home address private.

Mail Forwarding Service

Your company mail forwarded anywhere internationally, includes letters and parcels. Fast, efficient and billed on a pay as you go basis.

Virtual Address Service

Display the Address on your website, social media, stationary, use it for formal and informal correspondence with your clients and suppliers.

Dedicated Number

We will assign you a dedicated geographic central London 0207 or 0203 telephone number, or alternatively your choice of non-geographic UK 0845, 0345 or 0300 telephone number.

Call Divert

Calls will be diverted to any mobile or landline number of your choosing, this feature includes unlimited calls and minutes.

Professional Bolt-ons

Set up a professional bespoke welcome message to introduce your company to your inbound callers.

Add a call menu to direct enquiries faster

Choose optional time of day, weekend and holiday call routing and out of office hours messages.

Pricing

Berkeley Square

Mayfair, London W1

£85 per month* (£1020 annually)

*Consumable costs and VAT charged separately. The Call Divert Package can be purchased for annually in advance at a 10% discounted rate, or monthly billed via Direct Debit.

Virtual PA Package

Business Address and Virtual PA

Registered Office Service

Register your company at our offices with Companies House, UK.

Directors Service Address

Use our offices as your public correspondence address on Companies House, keeping your home address private.

Mail Forwarding Service

Your company mail forwarded anywhere internationally, includes letters and parcels. Fast, efficient and billed on a pay as you go basis.

Virtual Address Service

Display the Address on your website, social media, stationary, use it for formal and informal correspondence with your clients and suppliers.

Advantages

You are in charge of where, when and how you want to take your calls while appearing professional and enjoying the benefits of a full time virtual assistant.

Notifications and audio recordings are relayed to you via SMS message and email.

Virtual PA

Dedicated call answering in your business name 24 hours a day / 7 days a week. We act as an interface for your inbound call enquiries. Our entry level package includes 50 calls per month, higher usage is billed incrementally.

Dedicated Number

Options are available that meet clients individual needs. We will assign you a dedicated geographic 0207 or 0203 central London telephone number or a non-geographic 0845, 0345 or 0300 national rate telephone number.

Pricing

Berkeley Square

Mayfair, London W1

£125 per month* (£1500 annually)

*Consumable costs and VAT charged separately. The Virtual PA Package can be purchased for annually in advance at a 10% discounted rate, or monthly billed via Direct Debit.

Call Patching Package

Business Address & Telecoms Package

Registered Office Service

Register your company at our offices with Companies House, UK.

Directors Service Address

Use our offices as your public correspondence address on Companies House, keeping your home address private.

Mail Forwarding Service

Your company mail forwarded anywhere internationally, includes letters and parcels. Fast, efficient and billed on a pay as you go basis.

Virtual Address Service

Display the Address on your website, social media, stationary, use it for formal and informal correspondence with your clients and suppliers.

Bespoke Service

You are in charge of where, when and how you want to take your calls. Our call patching service allows you to work from your home, or anywhere convenient for you, while appearing professional and enjoying the benefits of a full time virtual assistant. All notifications are relayed to you via SMS message and email, you set times of the day you would like calls to be patched through to you, or set up calling groups for multiple users.

Virtual PA

Dedicated call answering in your business name 24 hours a day / 7 days a week. In & out of hours call centre support. We take messages on your behalf and act as an interface for your inbound call enquiries.

Dedicated Number

We assign you a dedicated geographic 0207 or 0203 central London telephone number or a non-geographic 0845, 0345 or 0300 national rate telephone number.

Pricing

Berkeley Square

Mayfair, London W1
£155 per month* (£1860 annually)

*Consumable costs and VAT charged separately. The Call Patching Package can be purchased for annually in advance at a 10% discounted rate, or monthly billed via Direct Debit.

For new Membership enquiries contact our
Head Office:
Telephone: +44(0)207 889 3000 (option one)
Email: membership@hattonandberkeley.com

For all other client enquiries contact:
Customer Services
+44(0)207 889 3000 (option two)

Head Office: 43 Berkeley Square,
London W1J 5AP.

Office Hours: Monday to Friday 9AM to 5PM

General enquiries please email:
info@hattonandberkeley.com

HATTON & BERKELEY