

THE MEDIA CENTRE FRONT DESK VIRTUAL OFFICE SERVICES

A Media Centre Front Desk package gives you the advantage of a professional telephone answering service and/or the use of a business address without being physically based at The Media Centre.

BENEFITS OF BECOMING A FRONT DESK CLIENT:

As a Front Desk client you will:

- Receive a discount on conference room hire
- Be invited to all Media Centre Networking Events and Media Centre Breakfast Club Events.
- Have the opportunity to have your company name displayed in the reception area, for all visitors and clients of The Media Centre to see. This facility is available to all Front Desk clients at a one-off cost of only £15 + VAT

THE PACKAGES

To suit your individual needs we offer five levels of service:

The Lemon Package £25 per month

The Amber Package £55 per month

The Vermillion Package £75 per month

The Terracotta Package £100 per Month (+ Call Charges)

The Chocolate Package £110 per Month (+ Call Charges)

THE LEMON PACKAGE

Our Lemon package enables clients to use The Media Centre address for all incoming mail. Each client has a designated pigeon hole in reception where mail will be held for collection or can be redirected as per the client's wishes. The Media Centre can also accept faxes on your behalf and redirect them to you on receipt (MediaCentre fax charges apply).

Outgoing redirected post will be sent at normal Royal Mail rates with a 15% handling fee. Charges apply for any envelopes used in accordance with the redirection.

Total Cost: £25 per month (exclusive of VAT)

THE AMBER PACKAGE

The Amber package provides a direct dial 01484 telephone number which is answered by our reception team in your company name. It includes a voicemail facility which can be accessed twenty four hours a day.

Telephone messages taken by our reception team can be relayed via the following methods.

- SMS Text Message – sent to your mobile phone.
- Email Message – sent directly to your nominated e-mail address. This package includes the relay of a maximum of 60 messages per month via e-mail, SMS, or a combination of the two:

Total Cost: £55 per month (exclusive of VAT)

THE VERMILLION PACKAGE

This package combines both the Lemon and Amber packages to enable you to make full use of all The Media Centre facilities without being based here.

Total Cost: £75 per month (exclusive of VAT)

THE TERRACOTTA PACKAGE

The customer service team will handle all calls to your business line. All calls are

answered in your company name and transferred to the appropriate person stating the caller's name. If you do not want to take this call, or are un-contactable, the team will offer the caller the option to leave a short message, transfer them to voicemail or, with your permission, offer the caller the relevant person's mobile number. Telephone messages taken by our reception team can be relayed via the following methods.

- SMS Text Message – Sent to your mobile phone.
- Email Message - Sent directly to your nominated e-mail address.

This package includes the relay of a maximum of 60 messages per month via e-mail or SMS. A combination of the two is available:

Total Cost: £100 per month (exclusive of VAT) + call charges

THE CHOCOLATE PACKAGE

This package combines both the Lemon and Terracotta packages to enable you to make full use of all The Media Centre facilities without being based here.

Total Cost: £110 per month (exclusive of VAT)

BECOMING A MEDIA CENTRE FRONT DESK CLIENT

If you are interested in taking a FrontDesk service with The Media Centre or would like more information contact our Customer Service team at:

Tel: +44 (0)1484 483000
E-mail: info@mcnetwork.co.uk

"We feel proud to have clients come here, in particular because of the positive experience from the front desk team"

Clare Quartermaine, Managing Director

QT CREATIVE is a brand communications agency specialising in design, web development and marketing, which has grown over the last 5 years from 1 to 6 people.