

## 虛擬辦公室套餐計劃 Virtual Office Plan

商務組合計劃 Service Plan	卓越地址 Prestige Address		郵件管理 Mail Management		E-Fax		電話服務 Call Management		留言信箱 Voice Mail Services		6個月合約 6 Month Contract (5送1)		12個月合約 12 Month Contract (9送3)	
	註冊地址 Registered Office	商業通訊 Registered Address	政府函件 Gov't Letter	商業郵件 Commercial Letter	代收傳真 Fax Receiving	轉發傳真 Fax Forwarding	代接電話 Call Handling	來電轉駁 Call Forwarding	留言信箱 Voice Mail	電郵轉發 Forward to Email	實際收費 Actual Charge	每月平均 Monthly Average	實際收費 Actual Charge	每月平均 Monthly Average
組合 A Plan A	✓	✓	✓	✓							\$870	\$145	\$1,500	\$125
組合 D Plan D					✓	✓	✓	✓	✓	✓	\$1,950	\$325	\$3,516	\$293
組合 F Plan F	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$2,520	\$420	\$4,560	\$380

- ✧ 郵件管理：服務包括代顧客收取貴公司/其本人之郵件及包裹（體積過大或數量過多之包裹恕不代為收取，詳情請參閱“虛擬辦公室服務計劃細則”）  
Mail Management：Service included receive letters / parcels on behalf of client（Except oversize or excessive parcels, for details please refer to "Regulation of Virtual Office Service"）
- ✧ 電話服務：服務包括為顧客以公司 / 其本人名義代接電話，並轉駁至指定之本地號碼（如適用）。  
Call management：Service included handle incoming calls on behalf of client's company / client, and transfer calls to specific local number (if any) .
- ✧ 以上組合計劃之郵件管理及電話服務均可於服務期內無限次使用，本中心不會就顧客之用量而另加服務費用。  
Mail management and Call management have no servicing quotas. No sub-charges will be added for the utility rate.
- ✧ E-Fax：顧客可透過本中心之E-Fax服務收取每月最多400張傳真，其後每張 \$1。  
E-Fax：Client can receive at most 400 pieces/month of fax through our centre's E-Fax Service. Excessed amount will charge \$ 1/piece.

增值服務：  
 Extra Services:



郵件轉寄 - 例行統一代客轉寄郵件 逢週五 (每次) 服務費用為: \$20 + 郵費。  
 Regular Mail Forwarding - once per week on Fri (each time): \$20 + postage.

★ 30日退款保證 30 days money-back guarantee ★

為了提高客戶對我們服務質素之信心。如果你在服務期開始後30日內有任何不滿，需要終止服務，我們會將你所有已繳款項退回。

In order to increase customer confidence in the quality of our services. If you are in the service within 30 days after the beginning of any dissatisfaction with the need for termination of service, we will refund all your money

## 虛 擬 辦 公 室 服 務 細 則

### Regulation of Virtual Office Service

1. 本中心為閣下接收郵件及包裹之總容量為不多於15立方呎，一旦郵件總容量超出此上限，本中心有權拒絕接收。  
The total volume of your mails and parcel cannot **exceed 15 cubic feet**. The Wealth Business Centre has the rights to reject receiving.
2. 任何體積**超於3.5立方呎**之郵件或包裹，本中心會由收件日起計提供**1個工作天免費儲存期**。之後將收取儲存費用 **\$20 / 件 / 日**。  
Mails or parcels **exceeding 3.5 cubic feet** will be kept, at no charge, for 1 working day counting from the day after receipt and thereafter we will charge the retaining fee of **\$20 / parcel / day**.
3. 任何體積超於**1立方呎**之郵件或包裹，本中心會由收件日起計提供**2個工作天免費儲存期**。之後將收取儲存費用 **\$10 / 件 / 日**。  
Mails or parcels **exceeding 1 cubic feet** will be kept, at no charge, for 2 working days counting from the day after receipt and thereafter we will charge the retaining fee of **\$10 / parcel / day**.
4. 一般信件及包裹會於本中心存放**最多 14個工作天**。如儲存多於14個工作天而未有事先通知本中心，本中心會收取該件過期郵件 **\$5 / 封 / 星期**作為儲存費用。  
Mails or parcels will be kept for **no longer than 14 working days**. Should we have not received any notice regarding the disposal of this documentation from you after 14 working days, we will charge a storage charge of **\$5 / piece / week**.
5. 信件或包裹**超逾 30 天不取，或不能聯絡者**，本中心將自行處理寄存物而不另行通知，並且不負任何責任或引致之損失。  
Mails and parcels **uncollected over 30 days, or if the Client is un-contactable**, the mails and parcels shall be disposed without further notice. The Wealth Business Centre shall not be responsible for any losses or any
6. 所有電話通知，電話傳駁服務，均只適用於**本地號碼**。  
All Notifications by phone, direct transfer of calls services are restricted to **Hong Kong numbers only**.
7. 若客戶暫存的物件基於任何原因被盜、遺失或損毀，本中心不須為此而負上任何責任。  
The Wealth Business Centre shall not be liable if the stored items are lost, being stolen or damaged due to any reason during the storage period.

\* 3.5立方呎體積計算方法  
Calculation of 3.5 cubic feet :

1.5呎(ft) = 18吋(inch) = 46厘米(cm)
1.5呎(H) x 1.5呎(W) x 1.5呎(D)
18吋(inch) x 18吋(inch) x 18吋(inch)
46cm(H) x 46cm(W) x 46cm(D)

## 租用會議室 Booking of Conference Room

8-10 人會議室 (內設白板 · 75" LED電視 · WiFi無線上網或有線上網)

8-10 people Conference room, equipped with whiteboard, 75" LED TV, WiFi facilities or Internet.



- 用途 : ● 一般辦公室會議, 公司週年大會  
Usage : ● General office meeting, Company Annual Meeting  
● 面試  
● Conduct Interview  
● 培訓場地  
● Venue for Training  
● 貨品陳列  
● Goods on display

### 服務時間 Office Hours

星期一至五  
Monday to Friday

上午九時至下午一時 或 下午二時至下午六時  
9:00am to 13:00pm or 14:00pm to 18:00pm

星期六、星期日及公眾假期  
Saturday · Sunday and Public holidays

休息  
DAY OFF

### 收費 Service Charge

虛擬辦公室客戶 : \$250/小時 Hour  
Virtual Office Clients :

- 提供茶、咖啡或水  
Provide Tea / Coffee / Water
- 免費提供使用LED電視  
Free LED TV viewer provided
- 免費提供使用WiFi無線上網  
Free WiFi facilities