

Imagine having your business address at a prestigious central business district, complete with a professional call answering service, offices and conference/meeting rooms as and when you need them, a support of a dedicated and well-trained staff, at a fraction of the price of a full-time office. Work from home, abroad or another location, yet maintain the support and presence of a professional office.

	Virtual Office Silver	Virtual Office Gold	Virtual Office Platinum
Prestigious Plaza Mont Kiara, KL or Subang Jaya, Selangor Address	✓	✓	✓
Accepts Mail / Courier on your behalf	✓	✓	✓
Same day Mail Notification	Via Email	Via SMS	Via SMS
Dedicated Phone number for your business ³		✓	✓
Professional receptionists to answer your call in your business name		✓	✓
Message Notification		Via SMS	Via SMS
Ability to update how you want your call to be answered instantly		✓	✓
Attended call transfer service - We will connect the caller to you wherever you are ¹			✓
After-hour Personalized Voice Mail			✓
Dedicated Fax Number (Fax2Email) & outgoing email to fax service ²		✓	✓
Free meeting room usage per month	1 hour	3 hours	8 hours
Enjoy discounted pricing for other business	✓	✓	✓

VIRTUAL OFFICE PRICING PLAN

3 months		RM130.00 per mth	RM165.00 per mth
6 months		RM125.00 per mth	RM155.00 per mth
12 months	RM250 per year	RM105.00 per mth	RM140.00 per mth
24 months	RM480 for 2 years	RM95.00 per mth	RM130.00 per mth
Setup Fee	RM75 - One time only	RM75 - One time only	RM75 - One time only

¹ Include up to 70 minutes of call forwarding to mobile or unlimited forwarding to local landline per month. Additional minutes will be billed to you according to Telekom rates.

² Include complementary of 10 free pages.

³ You can add another vanity number for your company for additional **RM15** per month only.

01| Choose Your Plan

	Virtual Office Silver	Virtual Office Gold	Virtual Office Platinum
3 months		<input type="radio"/> RM130.00 /mth	<input type="radio"/> RM165.00 /mth
6 months		<input type="radio"/> RM125.00 /mth	<input type="radio"/> RM155.00 /mth
12 months	<input type="radio"/> RM250.00 /year	<input type="radio"/> RM105.00 /mth	<input type="radio"/> RM140.00 /mth
24 months	<input type="radio"/> RM480.00 for 2 years	<input type="radio"/> RM95.00 /mth	<input type="radio"/> RM130.00 /mth
Setup Fee	RM75 - One Time Only	RM75 - One Time Only	RM75 - One Time Only

02| Choose Your Location

<input type="radio"/> Plaza Mont Kiara B-5-8 Plaza Mont Kiara, Mont Kiara, 50480 KL	<input type="radio"/> Empire Tower A-5-10 Empire Tower, SS16/1, Subang Jaya, 47500 Selangor
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03| Choose Your Addon Service

<input type="radio"/> Upgrade to 1300/1800 Toll Free Number Connection Fee: RM150 - one time Line Rental: RM70 per mth Line Deposit: RM500 - one time Reverse call charges: RM0.18 per minute Minimum Term: 1 Year Contract	<input type="radio"/> Mail Forwarding Service Refundable Advance Payment: RM100 Cost: Standard postage cost + RM2 handling fee MailForwarding Address:	<input type="radio"/> Flexi Personal Assistant Cost per month: RM75
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04| Company Details

Company Name: _____

Company Registration No: _____

05| Account Owner's Details

Full Name: _____

NRIC / Passport No: _____

Address: _____

State: _____

Postcode: _____

Home/Work No: _____

Mobile No: _____

Email: _____

06| Declaration

By signing below, I hereby confirm that the given information is true and accurate. I hereby understand and accept the terms and conditions stipulated overleaf.

Signature : _____

Date : _____

Company's Stamp/Seal (if applicable): _____

Please note: It is by law that we need at least a photocopy of your I/C or Business Registration (Form 9) before we can provision this service to you.

07| Payment Details

Please bank in the cheque or deposit the money to the below account and fax the deposit slip to **+6(03) 2788 3777** or email to **paid@voffice.com.my**.

Account Details	
Pay to:	Kingsville Services Sdn Bhd
Account No:	5147 2111 2964
Bank's Name:	Maybank Berhad