

Take a Virtual Office at Woodend?

At Woodend we understand that a flexible approach to working is of paramount importance for many customers. Our virtual office service gives you access to a range of first-class facilities without the formality of a fully serviced office.

Core benefits comprise:

Prestigious business address

Membership of the Woodend community

Enhanced company profile

Professional telephone answering service

Access to range of meeting facilities

Reliable secretarial and administrative support

Free wifi and use of our exclusive Tenant Lounge

Promotion of your business free on our website

Virtual office, £25 per month – what's included?

- Prestigious registered address at Woodend
- Incoming mail holding*
- Use of tenant lounge with free wifi
- Free listing on the Woodend website
- Networking opportunities with other tenants

*Your mail will be delivered to our reception where it will be held and kept in a secure and specially designated holding place. You have the options of either collection (free) or redirecting post (normal Royal Mail rates + 15% handling fee).

Add ons...

+ Telephone answering service	+ Meeting rooms
Telephone messages will be answered in your company name. Messages will be logged by the Reception team and emailed to you directly. £25 per month (min 3 month contract).	Our meeting rooms will be available to you at a discounted rate of 40% (subject to availability). Rooms can be booked by contacting Fiona Macfarlane on: 01723 384500. Rooms available: <ul style="list-style-type: none"> • The Sitwell Library (16 max) • The Conference Room (45 max) • The Butler's Pantry (6 max)
+ Administrative services	
Woodend also offers an excellent range of secretarial support services including: photocopying printing, scanning, binding, copy typing and much more. Please contact Reception for current tariffs.	Please contact Reception for details of current rates and special offers.
+ Hot desk service	
Our Hot desk service is particularly aimed at businesses in an outlying town or village that are not in need of premises but occasionally need a desk in town or would benefit from the promotional and administration support that Woodend provides. Telephone, broadband, desk and chair, and use of all Woodend facilities and amenities. Cost: £20 for full day or £10 for a half day.	

For further information, please contact the Reception team on:
T: 01723 384500 E: info@woodendcreative.co.uk