

# MAILING ADDRESS SERVICE @ Prestigious Sri Hartamas Kuala Lumpur



## BASIC

## ADVANCE

01	Prestigious Sri Hartamas, K.L. Mailing address as your business address (use it on your business card, business correspondence and etc)	Yes	Yes
02	Accept couriers, documents & parcels on your behalf	Yes	Yes
03	Mail Notifications (upon receipt)	Email only	Email and either Phone/SMS
04	Scan & email service for your mails / documents upon request	RM0.50 per page	Inclusive <sup>1</sup>
05	Number of Contacts per account	up to 2	up to 6
06	Mails & Parcels storage	45 days <sup>2</sup>	180 days
07	Dedicated Incoming Fax number & Unlimited instant fax forwarding to your email	Additional RM10 per month	Inclusive
08	Conference Room facility (can comfortably sit up to 8 people)	RM35 per hour	2 hours FREE per month
09	Tele-Conference Call Service for up to 12 participants (24 hours advance notification required)	RM50 per day	2 sessions FREE per year
10	Enjoy discounted rate of DHL, FEDEX, UPS and other courier service providers	Not Applicable	Yes

## Package Fee

12 months service only...	<b>RM 150.00</b>	<b>RM 365.00</b>
24 months service only...	<b>RM 280.00</b>	<b>RM 630.00</b>

### Terms & Conditions:

- Up to 50 pages per year. Additional pages will cost RM0.50 per page.
- Additional mails & parcels storage will cost RM1.00 per day.

# RECEPTIONIST SERVICE



	BASIC	ADVANCE	VIRTUAL
<b>01</b> Dedicated phone number (Prestigious Sri Hartamas landline i.e., +603 6207 xxxx)	Yes	Yes	Yes
<b>02</b> Professional receptionist service - we will answer your calls in your business name and take down caller message and relay the message to you.	Yes	Yes	No
<b>03</b> Number of Contacts per account	up to 2	up to 6	Not Applicable
<b>04</b> Attended Call Forward Service - Our receptionist can forward the call to you (mobile or landline) if you wish to accept the caller calls.	No	Yes <sup>1</sup>	Not Applicable
<b>05</b> Dedicated incoming Fax number & unlimited fax forwarding via email	Additional RM10 per month	Inclusive	Inclusive
<b>06</b> Conference Room usage (can comfortably sit up to 8 people)	RM35 per hour	2 hours FREE per month	RM35 per hour
<b>07</b> Untimed Tele-Conference Call Service for up to 12 participants (24hrs advance notification required)	RM50 per 1 session (24 hours)	1 day FREE per month	RM50 per 1 session (24 hours)
<b>08 Advance Calls Management Service</b> (choose 1)			
After hour phone forwarding service to your personal voicemail box + instant voicemail delivery via email (default) <b>OR</b> After hours forwarding to a pre-recorded announcement follow by voicemail (our system will instantly email you any voicemail it receives) <b>OR</b> After hours phone forwarding to your nominated phone number <sup>1</sup>	No	Yes	Pre-recorded custom greeting or message and auto forwarding to Voicemail or add <b>RM15 per month<sup>1</sup></b> to forward your calls to the designated phone number
<b>09</b> Service activation	3 hours	3 hours	3 hours
<b>Package Fee</b> (One-time service activation fee of <b>RM65.00</b> - applies for all accounts)			
24 months prepayment plan	RM <b>85.00</b> /mth	RM <b>115.00</b> /mth	RM <b>35.00</b> /mth
12 months prepayment plan	RM <b>95.00</b> /mth	RM <b>125.00</b> /mth	RM <b>39.00</b> /mth
6 months prepayment plan	RM <b>105.00</b> /mth	RM <b>135.00</b> /mth	RM <b>42.00</b> /mth
3 months prepayment plan	RM <b>115.00</b> /mth	RM <b>145.00</b> /mth	RM <b>45.00</b> /mth

## Terms & Conditions:

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. A RM50 fee is applicable if you require us to record any announcement / greetings / message for you.
3. You can add another vanity number for your company for additional RM15 per month only.

# VIRTUAL OFFICE SERVICE @ Prestigious Sri Hartamas Address & Landline No.



	COMPLETE	ENTERPRISE
01 Prestigious Sri Hartamas, K.L. Mailing address as your business address (use it on your business card, business correspondence and etc)	Yes	Yes
02 Dedicated phone number (Sri Hartamas landline i.e., +603 6207 xxxx)	Yes	Yes
03 Dedicated incoming Fax number & unlimited fax forwarding via email	Not Applicable	Yes
04 Professional receptionist service - we will answer your calls in your business name and take down caller message and relay the message to you	Yes	Yes
05 Attended Call Forward Service - Our receptionist can forward the call to you (mobile or landline) if you wish to accept the caller calls.	Not Applicable	Yes <sup>1</sup>
06 After hour phone forwarding service to your personal voicemail box + instant voicemail delivery via email.	Not Applicable	Yes
07 Accept courier, documents & parcel on your behalf	Yes	Yes
08 Mail Notifications (upon receipt)	Email / SMS	Email / SMS
09 Mail and Parcel Storage	45 days	180 days
10 Conference Room usage (can comfortably sit up to 8 people)	2 hours FREE per month	2 hours FREE per month
11 Number of Contacts per account	Up to 3	Up to 6
12 2 days of Untimed Tele-Conference Call Service for up to 12 participants (24hrs advance notification required) per month	Not Applicable	Yes
13 Scan & email service for your mails/documents upon request	Not Applicable	Yes <sup>2</sup>
14 Enjoy discounted rate of DHL, FEDEX, UPS and other courier service providers	Not Applicable	Yes

## Package Fee (One-time service activation fee of RM65.00 - applies for all accounts)

24 months prepayment plan	RM <b>110.00</b> /mth	RM <b>130.00</b> /mth
12 months prepayment plan	RM <b>115.00</b> /mth	RM <b>135.00</b> /mth
6 months prepayment plan	RM <b>120.00</b> /mth	RM <b>140.00</b> /mth
3 months prepayment plan	RM <b>130.00</b> /mth	RM <b>150.00</b> /mth

### Terms & Conditions:

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. Up to 10 pages per month. Additional pages will cost RM 0.50 per pages.
3. A RM50 fee is applicable if you require us to record any announcement / greetings / message for you.
4. You can add another vanity number for your company for additional RM15 per month only.

