**Virtual Business Address Information**

What is a virtual business address?

• E-Factor’s business centers provide an opportunity to register your business from an established and professional business address.

What are the benefits of registering my business at your address?

• Create the right image and raise the profile of your business with a professional business address.

• Protect your home and family from unsolicited callers and post.

* Opportunities to rent meeting rooms and hold business meetings at your registered address.
* Secure post locker with your own key access. Mail collection 8:30am -5:00pm Monday - Thursday, 8.30 – 4.30pm Friday.

• For a small business working from home a virtual office business address can be the difference between making a sale and missing out on business.

• Your business name will be on public display at the chosen business address.

Post forwarding:

• Daily or Weekly post forwarding - cost of postage 1st or 2nd class plus 12%

• Post forwarding is subject to a minimum of £2/month

Any post forwarding fees charges throughout the month are invoiced monthly in arrears.

Notice: 90 days’ notice will be required to cancel this service. If payments are not received, all mail will be returned to sender.

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| DISCLAIMER: We hold the right to disclose your personal information if formally requested by The Police, HMRC, a High Court Enforcement officer or any other Law Enforcement agent either in person or by written request. |

**Virtual Business Address Packages**

Bronze Package- £22+VAT per month paid by Go Cardless

* Secure Mailbox
* Receipt of Parcels

Silver Package- £38.50+VAT per month paid by Go Cardless

* 2 hours free use of small meeting rooms at the site address is held per month- during normal working hours. Booking is required.
* Use of Printer/Scanner/Photocopier (usage recharged).
* Use of Franking Machine (usage recharged).

Gold Package- £49.50+VAT per month paid by Go Cardless

**The Bronze and Silver Packages plus**

 **Full Business Hive Membership which includes:**

* Monthly First Tuesday and Third Tuesday Networking
* Free HR & Health and Safety Support through the Business Hive Shield
* Access to Masterclasses/Workshops/Networking
* Helping you recruit by promoting your vacancies through our website.
* Referrals & Introductions
* Promoting of your events
* 8 hours free use of Meeting Rooms at either The Business Hive or The Enterprise Village
* Members Lounge & Hot Desking Facilities including free Wi-Fi.
* Promotion of Membership offers.
* Support of the whole E-Factor Team to make your business stronger.

**Virtual Business Address Application Form**

ALL SECTIONS MUST BE COMPLETED TO PROCESS YOUR APPLICATION

|  |  |
| --- | --- |
| Title  |  |
| First name  |  |
| Surname  |  |
| Home address  |  |
| Post code  |  |
| Signature  |  |
| Contact Telephone Number |  |
| Email address  |  |
| Business name  |  |
| Business nature  |  |

WE ALSO REQUIRE TWO FORMS OF IDENTIFICATION TO BE INCLUDED WITH YOUR APPLICATION

1. COPY OF FULL PASSPORT, DRIVING LICENSE OR PHOTOGRAPHIC ID
2. CONFIRMATION OF HOME ADDRESS IE BANK STATEMENT, UTILITY BILL

 Please select the virtual business address you would like to register at:

|  |  |  |
| --- | --- | --- |
| Enterprise VillagePrince Albert GardensGrimsbyDN31 3AT | Business Hive13 Dudley StreetGrimsbyDN31 2AW | Package offersBronzeSilverGold |

FOR OFFICE USE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| VBA box issued | Start date | Form emailed to Finance | Confirmation email sent to customer | Key Handed over |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Evidence Received | Initial & Date |
| Photographic ID |  |  |
| Address Confirmation |  |  |

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 PLEASE EMAIL COMPLETED FORM TO info@e-factor.co.uk once application process has been completed, we will send you a confirmation email to confirm details of mailbox issued.