**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 charged throughout the month are invoiced monthly in arrears.

Please note: 90 days’ notice will be required to cancel this service.

If payments are not received, all mail will be returned.

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:***

* Business Workshops and Masterclasses –bringing inspiring speakers and topics to your ears.
* The Business Directory – include your business amongst some of the best in the area.
* Hive Connect Networking – opportunities to mix in person with other businesses across Northern Lincolnshire at least twice a month.
* Hive Connect Online– a unique social platform to connect with other members online and share any product or service offers.
* Business Bubbles – more intimate network groups for in-depth discussions and relationship building.
* Business Hive Shield – market leading protection from our bespoke HR and Health and Safety resource and helpline
* Members Lounge – access to well-connected casual space and desks for working and meeting clients.
* One to One Business Support – experienced and objective Business Advisors on hand to support your business.
* Online Business Resources – access to key documents and guides for SMEs
* Introductions and Referrals – a focus on building your contacts and influence.
* Meeting and Conference Rooms – quality professional spaces to use across our sites.
* Business Hive Live – represent your business at Northern Lincolnshire’s biggest SME business expo.

**Platinum Package - £72.00+VAT per month paid by Go Cardless**

***The Bronze and Silver packages plus***

***Full Patron Business Hive Membership which includes all the above plus:***

* A place at the Annual Patron Lunch
* Recognition of your support for the local business community
* Public visibility and enhanced profile through our various platforms and links to local press.
* VIP invitations to local prominent events as our guest
* Personal introductions to fellow patrons and members
* Opportunity for a featured interview on Mark Webb’s ‘Patron Podcast’
* Advance notification and reserved seating on request for any ticketed event such as the Great Big Small Business Awards and Hive Live

**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:

* COPY OF FULL PASSPORT, DRIVING LICENSE OR PHOTOGRAPHIC ID
* 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 offers:Bronze [ ] Silver [ ] Gold [ ] Platinum [ ]  |

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 |  |  |

 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.