

Northgate Business Centre

**Serviced &
Virtual Offices
With Outstanding
Meeting Spaces**



northgatecentre.com

NORTHGATE BUSINESS CENTRE

OVER 20 YEARS OF
PROVIDING QUALITY
SERVICED OFFICES

THE SPACE TO GROW YOUR BUSINESS...

With a **distinctive Town Centre address** in the heart of Newark on Trent, we provide fully furnished office spaces, with **outstanding wrap-around services**. Every business located within Northgate Business Centre benefits from **secure gated entry, assigned parking, EV charging point options, 24/7 access & fibre broadband** as standard...

So what is included in our office licence fee?

- Reception Services 9am to 5pm, Monday to Friday
- 24/7 Access, CCTV security, Furniture, Month to Month Tenure
- Water Rates, Gas, Electricity & Air Conditioning
- WiFi router in each office & VOIP telephone handsets with line rental
- 1 x Carpark space per office, fibre broadband with failover
- Kitchen locker, alongside full use of kitchen equipment
- All internal & external maintenance, including Health & Safety equipment, cleaning & rubbish removal
- Building & Public Liability Insurances (Contents Insurance is not included, Clients must take out their own cover)

All internal Clients can also benefit from **unlimited calls** to mobile & landline **for only £10* + VAT**, with the option of **Telephone Answering for £25* + VAT**.

Get in touch with our friendly reception team today to find out more, arrange a visit & discuss which services will suit your needs best!

24/7
Working
SPACE



01636 642 800



northgatecentre.com
reception@northgatecentre.co.uk

*Monthly Cost.

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NORTHGATE BUSINESS CENTRE

OVER 20 YEARS OF
PROVIDING VIRTUAL
OFFICE SERVICES

WHY CHOOSE A VIRTUAL PRESENCE FOR YOUR BUSINESS?

From Homeworking to Brand Expansion, the way businesses operate & interact continues to evolve...& our services are designed to support your growth.

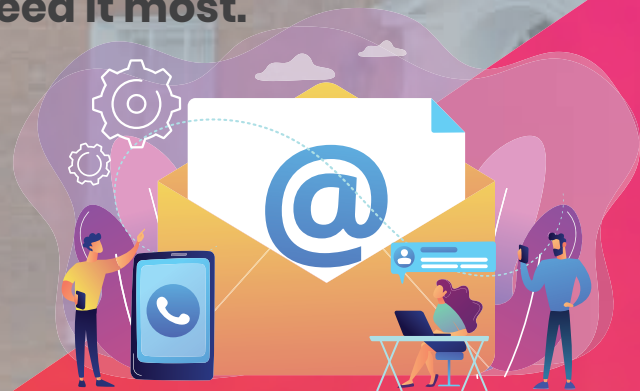
Our team deliver outstanding **Virtual Office Support** services to over 100 business, across the UK, Europe & U.S.

We understand how important it is to **get it right first time** and work hard to help every business thrive.

Read on to find out about our current pricing. If you need to discuss an application for a tailored package of virtual services & support in a little more detail, get in touch today....!

**Northgate
Business
Centre**

We offer dedicated, tailored communication support for your business – where & when you need it most.



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Northgate Business Centre



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Popular Service Packages
@ Northgate Business Centre

SO HOW MUCH WILL IT COST?

They say you only get one chance to make a great first impression and our team excel at Client contact & communication channel management, offering a host of outstanding Virtual Office administration & support services..

VIRTUAL ADDRESS

Package Prices From

£25

Per Month ex. VAT

- Address To Register Your Business
- Includes Mailing Address
- Mail Available to Collect*
- Mail Forwarding^
- Competitive Mail Rates
- Accepting Signed Parcels
- **Reception Name Plate Display

* Business Centre Opening Hours

** Available as Additional Option

^ Standard Postal Charges Apply

BUSINESS TELEPHONE

From Only

£10

Per Month ex. VAT

- Dedicated Business Telephone
- Voicemail
- Direct Dialling [DDI]

DID YOU KNOW WE ALSO OFFER MEETING SPACES?

CALL ANSWERING

From Only

£25*

Per Month ex. VAT

- Company Name Answering
- Call Forwarding
- Caller Announcement
- Message Relay to Voicemail
- Remote Message Access
- Email/Text Messaging
- Telephone Divert Any Number

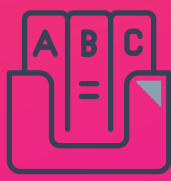
*Price subject to call volume

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ADMINISTRATION & DOCUMENT PRODUCTION



Complete administration support to photocopying & binding.

As an **operational hub** to a mix of businesses from across the UK, Europe & beyond, we offer extensive experience across a wide range of support options.

The team here at Northgate Business Centre can provide your business with popular daily, weekly or ad-hoc, **high quality administration services**.

We are able to support existing in-house document production or deliver **turnkey solutions** from photocopying or scanning to laminating, binding & more...

Photocopying

A4 Mono £0.04

A4 Colour £0.10

A3 Mono £0.06

A3 Colour £0.14

(depending on size)

Binding

From £3.50

Per Booklet

Administration

Document Production

Available for only

£5.00 per 1/4 hr or part

Post Room Services

Mail Franking

post will be weighed, franked according to Royal Mail charges then taken to the post office by our team

Scanning

Up to A3 - FREE*

...to USB flash or email

*subject to volume & availability

Label Printing £Please enquire

Special Delivery - Royal Mail S/C

Receipt/Tracking - £0.50 per item

Laminating

A4 £1.00

A3 £1.50

Do you need to arrange a courier?

Our reception team can offer extremely competitive pricing for UK Next Day & overseas courier services - just dial '0' from your office, or call us direct



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MEETING ROOMS

NEED AN ADDITIONAL
PHONE LINE FOR
YOUR MEETINGS?
Just Ask!

INTERNAL CLIENT PRICING JANUARY 2024

CONFERENCE space [up to 10]
Hourly - £15 Morning/Afternoon £30
Full Day only £50

CLIENT room [up to 4]
Hourly - £10 Morning/Afternoon £25
Full Day only £40

Super Fast Broadband Included
Hi-Res LCD Projector only £10 per day



CHECK AVAILABILITY

NEED TO ORDER
REFRESHMENTS?

Cup of Tea - £1.80
Cup of Coffee - £2.00
Pot of Tea ~ 5 cups - £5.00
Coffee Pot ~ 5 cups - £6.00
Pot of Tea ~ 10 cups - £10.00
Coffee Pot ~ 10 cups - £12.00

Looking for other drinks?
We can also provide caffeine free
options alongside a range of
soft drinks & other beverages

Hot Or Cold Food - per head - From Only £9

To order other drink types & to let us know of any specific dietary requirements, please drop us a line.

Due to the popularity of our meeting spaces & associated services, we will
usually request a 50% deposit for all bookings. Any cancellations made within 24HRS
of the booking commencement will be charged at 100% of the total cost.

VIRTUAL OFFICE APPLICATION

Northgate
Business
Centre

Company Name

Business Category

Legal Status

Name of Owner / Partner / MD

Registered Or Home Address

Telephone Number

Email

Charges are monthly & exclude VAT.

Which Address option?

Virtual Office Package A (£25)

Virtual Office Package B* (£35)

*includes name plate displayed in reception.

Mail Preference

1 - Forward Mail Daily **

2 - Forward Mail Weekly **

3 - Hold Mail for Collection

**standard postal charges apply.

Telephone Preferences

1 - Telephone Line

2 - Voicemail

3 - Answering Service

Telephone Answering Message

[tick all that apply]

Tick & Enter Proof Of Identity Provided:

☐

Service Start Date

Any company that provides a registered office address service is required under the Anti Money Laundering (AML) Regulations to be licenced by HMRC. This licence requires virtual office/mailbox providers to carry out due diligence on anyone applying for mailing services.

Northgate Business Centre are therefore required to know our client and *understand their business and who are the Directors and Beneficial Owners*. In order to perform our duties we are required to ask for proof of identity (such as a driving licence or passport), proof of address (a utility bill or bank statement) and the certificate of incorporation if an already established limited company.

Anyone acting as a representative and applying for our mailing services on behalf of a company or person, will also be required to provide proof of identity and address. **UK based clients ID's are electronically checked.** If we are unable to confirm your identity, you are required to provide certified copies.

Non UK clients need to provide certified/notarised ID.

**ONCE COMPLETED
PLEASE RETURN TO**

reception@northgatecentre.co.uk

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