



INSTANT OFFICE SOLUTIONS

POWERED BY OFFICEXCHANGE™

JUST ADD BUSINESS

Starting up a new company or running a small or mobile business is costly – especially when you need to give your customers the impression you are already established. Our leading virtual office services do just that. We can provide you with professional call answering and mail forwarding along with a prestigious business address and dedicated company telephone numbers from over 100 locations in the UK.

So forget expensive office rentals and stop worrying about missing important customer calls – we'll ensure your business always looks and sounds professional.

What's more, when you subscribe to our call answering and mail forwarding service, we'll provide you with a leading online office system that gives you the tools to manage your services quickly and easily from anywhere!



Your incoming Calls and Mail

We provide you with a prestigious mailing address and dedicated company telephone number from a choice of over 100 locations throughout the UK. Incoming calls are answered by our call centre operators on your dedicated number in your company name.

Here's how our Virtual Service works:



Incoming calls, and any mail we receive on your behalf, are immediately logged on your online workspace by our operators.

Calls received are patched or diverted to your mobile or landline, or we simply take a message.

Mail is re-directed to your address by 1st class mail or international courier.

Log in from anywhere to pick up your messages, review your post, and leave instructions for our operators on how you want your service handled.

Look at how else officeXchange™ can support your business:

When you upgrade your online service to full licence mode for just £20 per user per annum, you'll be giving your business and staff the benefit of these powerful online workspace features:



Email

Send and receive email from anywhere.



Contacts

Look up contacts when you're on the road.



Filing Cabinet

Access and exchange files when you are away from your desk.



Office Support*

Task our office support team with managing your online diary, making travel arrangements and other office support functions. Do it all via your online workspace on a pay as-you-go basis.



Business Tools

OfficeXchange™ also features a range of powerful business tools to help you manage your day-to-day office affairs:

- Assign tasks and projects
- Synchronise diaries
- Plan and review staff leave
- Manage your sales team
- Collaborate online
- Videoconference*



Serviced office space

Use officeXchange™ to schedule meetings at our serviced boardrooms in Mayfair, London.

Call now to get your office working today!
Instantly set up, and easily managed, there isn't a smarter or more simple way to save money while giving your business a real competitive edge!
T: +44 (0)20 7514 9997

*Extra charges apply.



OUR BUSINESS SUPPORT SERVICES

Find out how else 4 Business can help your business.

Visit www.4business.com for more information:

- UK Company Formation
- Accounting, VAT & Payroll
- Business Consulting
- Corporate & Merchant Banking
- HR Management Solutions
- Virtual & Online Office Solutions
- UK Immigration & Visa Advice
- International Business & Trade
- Offshore Solutions
- Domain Registration & Web Hosting
- Marketing & Sales

**For more information on our services,
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W W W . 4 B U S I N E S S . C O M

A SOLUTION FOR EVERY SIDE OF YOUR BUSINESS