

VIRTUAL OFFICE SERVICES

STANDARD MONTHLY PACKAGES

Virtual Office Services are the perfect companion of SOHO workers and businessmen who travel frequently.

Rofta provides you commercial address and telephone services which keep you connected anywhere. You can also use our office facilities anytime on pay-as-you-come basis, enjoying maximum flexibility at unbeatably low cost.



A) MAIL SERVICES		A1 (HK\$80/m) Registered Office	A2 (HK\$140/m) Virtual Mailbox	A3 (HK\$160/m) Private Mailbox
<ul style="list-style-type: none"> Right to use our address in Business Registration Receive government letters and notify you 		✓	✓	✓
<ul style="list-style-type: none"> Receive other letters / small parcels and notify you 		✗	✓	✓
<ul style="list-style-type: none"> Private mailbox for 24-hour mail collection 		✗	✗	✓
Service Fees	Prepay 6 months	N/A	HK\$126 x 6	HK\$144 x 6
	Prepay 12 months	HK\$64 x 12	HK\$112 x 12	HK\$128 x 12

B) TELEPHONE SECRETARY SERVICES		B1 (HK\$200/m) Message Taking	B2 (HK\$220/m) Instant Transfer
<ul style="list-style-type: none"> Dedicated telephone number for you Answer calls with your personalized greeting Take messages and notify you 		✓	✓
<ul style="list-style-type: none"> Option to transfer calls to you instantly 		✗	✓
Service Fees	Prepay 6 months	HK\$180 x 6	HK\$198 x 6
	Prepay 12 months	HK\$160 x 12	HK\$176 x 12

C) FAX-TO-EMAIL SERVICES		C1 (HK\$40/m) i-Fax 200	C2 (HK\$60/m) i-Fax 400
<ul style="list-style-type: none"> Dedicated fax number for you Redirect incoming faxes to you by email (PDF files) 		200 pgs / m	400 pgs / m
Service Fees	Prepay 6 months	HK\$36 x 6	HK\$54 x 6
	Prepay 12 months	HK\$32 x 12	HK\$48 x 12

VIRTUAL OFFICE PACKAGE DISCOUNT



Pick one service from EACH category (e.g. A2+B2+C1) and enjoy further 10% discount!

All service fees cover ONE company name and TWO registered users only.



OTHER CHARGES

SURCHARGES OF VIRTUAL OFFICE SERVICES		
Descriptions	Service Fees	Remarks
Each Additional Registered User	HK\$50 / m	Maximum: 4
Weekly Mail Redirection	HK\$40 / m	Excludes postage of overseas mails or overweighed local mails
On-demand Mail Redirection	HK\$15 / job	
Storage of Each Oversized Parcel	HK\$10 / day	Applies to parcels with "Depth + Width + Height" exceeding 60cm

ROOM RENTAL

CONFERENCE ROOM RENTAL		
	<p>On subscription of our Virtual Office Services, you are entitled to hire our Conference Facilities on pay-as-you-come basis.</p> <p>Bookings are available in half-hour sessions during our office hours, which include FREE usage of our Projector and Broadband Internet Access.</p>	

Descriptions	Rents	
Conference Room (8 – 10 ppl)	HK\$70 / half-hour	HK\$880 / 8-hour
Meeting Room (3 – 4 ppl)	HK\$40 / half-hour	HK\$560 / 8-hour

SHORT-TERM OFFICE RENTAL		
	<p>Short-term Office Rental is also available to Virtual Office Users requiring temporary workstations on demand.</p> <p>When required, you are also entitled to use our Printing, Copying, Facsimile and Scanning Services as well as full range of Secretarial Services at competitive prices.</p>	

Descriptions	Rents	
Single Room Rental	HK\$280 / half-day	HK\$400 / full-day
Double Room Rental	HK\$350 / half-day	HK\$500 / full-day
Triple Room Rental	HK\$420 / half-day	HK\$600 / full-day