

Your Own Receptionist from \$40 per month

Re the pricing for our Virtual Receptionist service you may refer to the plans on our site at: <http://www.virtualheadquarters.com.au/receptionist/pricing.htm>

With Virtual Headquarters there are **no set up fees and no long term contracts. It is a simple month to month arrangement** and **you can move between plans at any time or cease the service at any time** by giving us just a minimum of one working day's notice.

Our pricing starts from **\$40 per month plus \$2.50 per call** and moves up from there. **5 calls per day is \$85 per month, 10 calls per day just \$125 per month, 15 calls per day \$175 per month and 30 calls per day just \$320 per month.** Hence on the later plan if you received 30 calls per day for the month (i.e. over 600 calls per month) the price per call for your own receptionist to answer your calls is **only around 50c per call!**

Live Answering 24/7 is \$1.50 per call for calls answered outside M-F 9am – 5.30pm Sydney time.

Calendar / Diary Management / Appointment Booking Service – \$40 per month + \$2.50 per call (includes answering the call and updating your diary) and our receptionists can **update your calendar / book your appointments.** Focus on servicing your clients while we handle the calls!

Fax to Email - for \$10 per month we can issue you instantly with a local **Fax Number** anywhere in Australia for you to receive unlimited faxes into one or more email addresses that you determine.

With Virtual Headquarters, all calls are answered in your company name, with a greeting you choose. Our system allows for notes to be entered by you for our receptionists to refer to when handling customer enquiries. That way our receptionists are able to answer basic customer queries as well as obtaining the callers name, number and details of the call which can be emailed and/or SMS'd to you instantly. If staff are available for calls (you may alter that status at any time via the web), we can also introduce every call to the relevant staff member who can choose to take the call or indicate they are busy and would like us to take a message. That means you and your staff are always in control of how calls are managed.

To get an exact picture of your call volumes, usage reports are available on line so you know every interaction with your company, including the date, time of call, CLI (call line identification i.e. phone number) of person calling, calls we transfer to staff as well as details of messages sent to staff by email and / or SMS (including date and time).

We offer a **FREE Trial** (<http://www.virtualheadquarters.com.au/signup/signup.htm>) which allows you to see exactly what the service would cost if you were to jump on board as well as assess the level of professionalism that we deliver for the 1,500+ clients using our Live Answering service.

When you sign up for the **Free Trial**, you choose a local phone number from our number range (e.g. 02, 03, 07 etc) which is your main Virtual Headquarters phone number. You can either use that number as your main business number or divert your existing number (e.g. 02/03/1800/1300 etc) to your Virtual Headquarters number (i.e. all the time, for an hour at lunch, on busy or no answer) and we'll be answering your calls. If you have multiple staff or require multiple phone numbers (02, 03, 07 etc) just give us a call and we'll add additional staff instantly. If you require a 1300/1800 number visit www.telcoworx.com.au or phone 1800 835 269 and ask for Brad.

Please go online and set up the **FREE 7 Day Trial**. There is an online step by step guide (<http://www.virtualheadquarters.com.au/pdf/FREE-7-DAY-TRIAL-guide.pdf>) you can refer to in setting up your FREE Trial. We can be answering your phones 5 minutes from now!

Please contact us (<http://www.virtualheadquarters.com.au/contact/contact.htm>) with any questions or if we can assist in any way i.e. helping you set up your free trial.