

# Red Box Virtual Office



Do you think you might need some administrative support, but don't know where to start? These Service Packs may provide the answer, for both your long and short term requirements. [Contact us](#) for further information.

## Service Pack 1 - €45/month

### Up to 3 hours per month

- ✉ Send and receive email on your behalf
- ✉ Send and receive post on your behalf
- ✉ Receive faxes on your behalf and send faxes at €0.06/minute Portugal, €0.10/minute Europe, €0.15/minute Rest of the World

## Service Pack 2 - €75/month

### Up to 5 hours per month

- ✉ + Service Pack 1
- ✉ Diary Management
- ✉ Meeting and Conference Call Management
- ✉ Receive and make telephone calls on your behalf (English only)

## Service Pack 3 - €100/month

### Up to 7 hours per month

- ✉ + Service Packs 1 + 2
- ✉ Website management
- ✉ Internet research
- ✉ Newsletter/Ezine management

## Additional Services and Rates

- ✉ MS Office Support – Word documents, Excel Spreadsheets, Powerpoint Presentations etc. - €17/hour
- ✉ Digital Transcriptions — €1/minute of dictation (English Only)
- ✉ Proofreading and editing of brochures, web pages etc. - €20/hour (English Only)
- ✉ On site office management for filing, archiving etc. - €17/hour + travel costs (Portugal Only)
- ✉ Web Design – Price after consultation
- ✉ SEO Services – Price after consultation
- ✉ Design & Print Services – Price after consultation

**Our Services Packs are designed to be flexible; if you don't see what you're looking for, please ask!**

## Contact

Emma Crabtree, Owner

[ecrabtree@redboxvirtualoffice.com](mailto:ecrabtree@redboxvirtualoffice.com)

[redboxvirtualoffice.com](http://redboxvirtualoffice.com)

Tel: + 351 239 458 196

**Sign Up Today and Receive Your First 3 months  
at Half Price\***

\* Conditions Apply. Speak to us for details