

# Red Box Virtual Office



## Service Pack 1 - €45/month

- ☎ Send and receive email on your behalf – up to one hour per day.
- ☎ 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

- ☎ + Service Pack 1
- ☎ Diary Management
- ☎ Meeting and Conference Call Management
- ☎ Receive and make telephone calls on your behalf (English only) – (make calls up to two hours/month).

## Service Pack 3 - €100/month

- ☎ + Service Packs 1 + 2
- ☎ 3 hours website management
- ☎ 3 hours blog management
- ☎ 3 hours internet research

## Additional Services and Rates

- ☎ MS Office Support – Word documents, Excel Spreadsheets, Powerpoint Presentations etc. - €7/hour
- ☎ Digital Transcriptions — €0.50/minute of dictation (English Only)
- ☎ Proofreading and editing of brochures, web pages etc. - €10/hour (English Only)
- ☎ On site office management for filing, archiving etc. - €12/hour + travel costs
- ☎ Web Design – Price after consultation
- ☎ SEO Services – Price after consultation
- ☎ Design & Print Services – Price after consultation

## Contact

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