



### OPTION 1

#### Business address only

This option is perfect for businesses who will receive almost no mail (e.g. their very first Companies House and HMRC letters only).

**£15.00 set up (One-off fee)**  
**£17.00 a month**

(Please note if mail continues to arrive after the initial stated amount, collection of mail from our office will be charged for at the cost of £1.00 per visit.)

### OPTION 2

#### Business address & mail handling

This option is for businesses receiving mail and collection of it in person is the preferred choice.

**£15.00 set up (One-off fee)**  
**£25.00 a month**

Includes mail handling & York Hub Member benefits\*

### OPTION 3

#### Business address & mail forwarding

This option is for businesses that will be receiving mail and would like it forwarded on to them.

**£15.00 set up (One-off fee)**  
**£25.00 a month plus P+P costs**  
**(P+P costs invoiced separately on a quarterly basis)**

Includes mail handling, once a week post forwarding & York Hub Member benefits\*

### \*YORK HUB

#### MEMBER BENEFITS

York Hub members are entitled to a range of benefits including:

- Book our meeting room at a discounted rate per hour
- Use a desk space for a day or two at a reduced daily rate
- Access social and networking events

.....plus much more - for more details take a look at our website  
**[www.yorkhub.co.uk](http://www.yorkhub.co.uk)**

## NO HIDDEN CHARGES, NO VAT



#### Handling charges for large packages/parcels (applies to all virtual office options)

If a large/bulky/heavy package or parcel should arrive without prior notice we will charge fees for the handling and storing of the item(s). **Charges: £1.50 per item, per day**

**[PLEASE NOTE OUR ADDRESS CAN BE USED AS YOUR REGISTERED BUSINESS ADDRESS]**