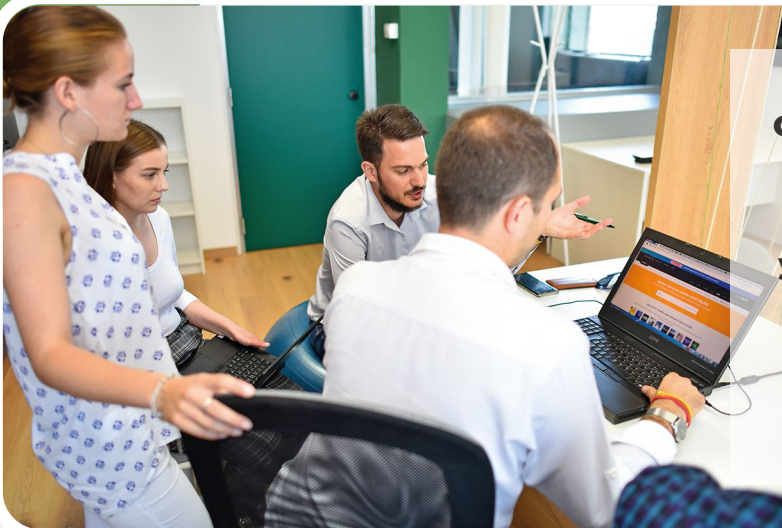




## VIRTUAL OFFICE Croatia

is new, innovative service, located in prestigious business skyscraper. Whether, you're a small business wanting to manage and grow your company, or a startup that needs a professional image from its creation Virtual Office is the best option for you. We offer cost effective, flexible service with the latest technology to give you all you need to start work immediately.



**Our main priority is to offer a fully comprehensive and versatile solution, allowing you to focus on what you do best, enhance the services you offer and increase your business profitability.**

We are an independent, owner-operated company, providing a personal service of the highest standard. We can work with you to tailor your needs in a way that reflects your business and the way you want to work. For any other specific business service your company would require, we are flexible and trained to match your needs.

+385 (0)1 3535 905  
+385 (0)91 6023 013

[info@virtual-office.hr](mailto:info@virtual-office.hr)

[www.virtual-office.hr](http://www.virtual-office.hr)



# Prices and Options

## START UP package includes

- 1 Business address registration
- 2 Mail box (PO box)
- 3 Notification about received mail via e-mail

**375,00 HRK + VAT/month**  
**(50,00 EUR + VAT/month)**

*Payment quarterly in advance.*

## STANDARD package includes

- 1 All START UP services  
+
- 2 Company name on location
- 3 Headquarters address
- 4 Representative location
- 5 Mail box
- 6 Mail management
- 7 Notification about received mail via e-mail
- 8 Scanning of the content in received mail
- 9 Forwarding scanned mail to e-mail address

**525,00 HRK + VAT/month**  
**(70,00 EUR + VAT/month)**

**+ NEW VOFFICE WEB  
APPLICATION  
INCLUDED**

## E - COMMERCE package includes

**960,00 HRK + VAT/month**  
**(129,00 EUR + VAT/month)**

- 1 ALL services STANDARD package
- +
- 2 Warehouse that satisfies MTU for wholesale and web shops
- 3 Documentation required to start e-commerce services (lease agreement, MTU)
- 4 Shelf area of 6 m2 within the common warehouse
- 5 Reception desk
- 6 Secretary who takes care of delivery and takeover of the package
- 7 Delivery record keeping
- 8 Short-term storage of mail and packages
- 9 Packing and shipping of packages

### + ADDITIONAL SERVICES

- Center for return of packages
- Returns packing records
- Shipment management and packing
- Virtual secretary
- Fixed telephone number
- Customer contact (call) center (receiving calls)
- Other services of virtual assistant

**+ NEW VOFFICE WEB  
APPLICATION PRO  
INCLUDED**

## BUSINESS package includes

**960,00 HRK + VAT/month**  
**(129,00 EUR + VAT/month)**

- 1 All STANDARD PLAN services
- +
- 2 Logo / company name at the entrance to the business premises
- 3 Full company branding on location
- 4 Reception desk
- 5 Package shipment takeover
- 6 Secretary desk who takes care of delivery and takeover of the package
- 7 Long - term storage of inbound mail
- 8 8h usage of the conference or lounge room

**+ NEW VOFFICE WEB  
APPLICATION PRO  
INCLUDED**

## VIRTUAL BRANCH OFFICE package includes

- 1 All BUSINESS services
- +
- 2 Virtual assistant services
- 3 Phone answering services
- 4 Fix phone line number
- 5 Use of drop in co-working office
- 6 Consulting services
- 7 Assistance during company opening
- 8 Boosting of the business
- 9 Digital marketing strategy

**FROM 1.790,00 HRK + VAT/month**

**FROM (239,00 EUR + VAT/month)**

*This plan of services fully adopts to the needs of the client and it is possible to combine various additional services within the package according to the needs of the business.*

**+ NEW VOFFICE WEB APPLICATION PRO INCLUDED**

## BRANCH OFFICE SERVICES

Daily price + VAT

Weekly price + VAT

Monthly price + VAT

	Daily price + VAT	Weekly price + VAT	Monthly price + VAT
Incoming post scan	X	X	12 €
Fixed telephone line lease services (01) with redirection of call to HR mobile number	X	X	20 €
Fixed telephone line rental service (01) with our employees on behalf of the Client every working day from 9h to 17h	X	X	100 €
Accounting services	X	X	from 130 €
Web design / company branding	X	X	from 150 €
Consulting	X	X	from 150 €
Coworking space use	10 €	from 50 €	130 €
Private office use	100 €	200 €	500 €
Fully equipped meeting/training or seminar space with capacity for accommodating 40 people	price starting from 25 €/ h		
Virtual Secretary	X	X	from 70 €
Virtual Assistant service	from 30 €	from 100 €	from 150 €
Office management	X	X	from 150 €
Conference room lease	price starting from 10 €/ h		
Drop in coworking	X	X	from 30 €
Company opening services	X	X	from 500 €



## • BUSINESS ADDRESS LEASE REQUEST •

### 1. Company in the registration process

Name of the company (future company)

Name and surname of the director (future director)

Director's residence address

PASSPORT NO

CITIZENSHIP

OIB (company ID number)

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### 2. Main description of the business

### 3. Package

**START UP Savska cesta 41 - 10000 Zagreb, Croatia**

375,00 HRK + VAT / month (50,00 EUR + VAT / month) payments are made quarterly in advance

**STANDARD - business skyscraper Savska cesta 41 - 10000 Zagreb, Croatia**

525,00 HRK + VAT / month (70,00 EUR + VAT / month)

**E - COMMERCE - business skyscraper Savska cesta 41 - 10000 Zagreb, Croatia**

960,00 HRK + VAT / month (129,00 EUR + VAT / month)

**BUSINESS - business skyscraper Savska cesta 41 - 10000 Zagreb, Croatia**

960,00 HRK + VAT / month (129,00 EUR + VAT / month)

**VIRTUAL BRANCH OFFICE - business skyscraper Savska cesta 41 - 10000 Zagreb, Croatia**

FROM 1.790,00 HRK + VAT / month (239,00 EUR + VAT / month)

## BRANCH OFFICE SERVICES

Daily  
price + VAT

Weekly  
price + VAT

Monthly  
price + VAT

Incoming post scan			<input type="checkbox"/>
Fixed telephone line lease services (01) with redirection of call to HR mobile number			<input type="checkbox"/>
Fixed telephone line rental service (01) with our employees on behalf of the Client every working day from 9h to 17h			<input type="checkbox"/>
Accounting services			<input type="checkbox"/>
Web design / company branding			<input type="checkbox"/>
Consulting			<input type="checkbox"/>
Coworking space use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private office use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fully equipped meeting/training or seminar space with capacity for accommodating 40 people		<input type="checkbox"/>	
Virtual Secretary			<input type="checkbox"/>
Virtual Assistant service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office management			<input type="checkbox"/>
Conference room lease		<input type="checkbox"/>	
Drop in coworking			<input type="checkbox"/>
Company opening services			<input type="checkbox"/>

*Add more services if needed.*

### 4. Note

### 5. Contact

Name and surname

Phone number  E-mail

Date

Signature \_\_\_\_\_