



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.

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VIRTUAL SECRETARY

Today's technology provides countless different possibilities, and one of them is the service of a virtual secretary. Although everything is "virtual" and the work can be done from any part of our planet, on the other hand there is always a real person who makes sure that all the work is done in the best possible way. A virtual service can be more or less complex. We distinguish between the services of a *virtual secretary* and a *virtual assistant*.

Find our non-contractual service packages below with the option to add or subtract services from month to month.

Prices and Options

BASIC package includes:

- 1 Dedicated fixed telephone number (fixed numbers according to the needs of the client from the entire area of HR or SLO - 01 / xxxxx, 021 / xxxxx, 051 / xxxxx, etc.)
- 2 Receiving a phone call (incoming)
- 3 Keeping call records

70,00 EUR + VAT / month

STANDARD package includes:

- 1 All BASIC package services
+
- 2 e-mail communication
- 3 Outgoing calls
- 4 Receiving mail
- 5 Receiving a package
- 6 Mail scanning

**Price from 100 EUR + VAT / month
or 15 EUR + VAT / h**

BUSINESS package includes:

- 1 All STANDARD package services
- +
- 2 Keeping a business calendar
- 3 Data entry
- 4 Procurement and communication with suppliers
- 5 Field administration (delivery and filing of documents, etc.)
- 6 Organization of business meetings (including Zoom meetings)
- 7 Office Management

**Price from 130 EUR + VAT / month
or 20 EUR + VAT / h**

VIRTUAL ASSISTANT package

Various tasks according to the client's needs which include:

- marketing services
- graphic design
- Office Management
- research and development of studies
- business consulting, etc.

Price from 20 EUR + VAT / h





Every company is unique in many ways. We are here to listen to your specific goals and needs, and provide the missing ingredients for success. Whether you are just starting on your business path or long on your way, feel free to contact us and explore the options to speed up your journey.

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