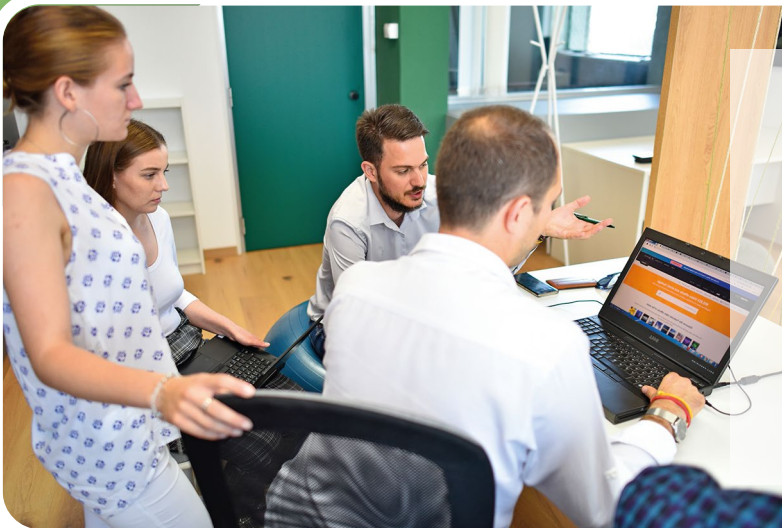




VIRTUAL OFFICE

Croatia

is 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 Croatian company that provides personal service of the highest standard. We approach each of our clients individually, adapting to their business challenges and way of working. In case you have specific needs, contact us and we will be happy to adjust packages according to your preferences.

+385 1 3535 905
+385 99 1973 074



info@virtual-office.hr



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)

STANDARD package includes

- 1 All START UP services
- + Company name on location
- 2 Mail box
- 3 Mail management
- 4 Notification about received mail via e-mail
- 5 Scanning of the content in received mail
- 6 Mobile application Voffice

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

**+ NEW VOFFICE WEB
APPLICATION
INCLUDED**

BUSINESS package includes

- 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

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

**+ 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	15 €
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 300 €
Consulting	X	X	as agreed
Coworking space use	10 €	from 50 €	150 €
Private office use	100 €	200 €	550 €
Fully equipped meeting/training or seminar space with capacity for accommodating 40 people	price starting from 20€/ h		
Virtual Secretary	X	X	from 80 €
Virtual Assistant service	from 30 €	from 100 €	from 150 €
Office management	X	X	from 150 €
Conference room lease	price starting from 20 €/ h		
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)

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)

STANDARD - business skyscraper Savska cesta 41 - 10000 Zagreb, Croatia
525,00 HRK + VAT / month (70,00 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"/>		
Company opening services			<input type="checkbox"/>

Add more services if needed.

4. Note

5. Contact

Name and surname

Phone number E-mail

Date

Signature



CONSENT

Name and surname:

Date of birth:

ID number:

E-mail:

Mobile number:

Date:

Data processing manager: Fontana d.o.o.

I agree that Fontana d.o.o. processes the data I have provided here for the purpose of the delivery of the contract, presentation of Virtual Office services, and sending promotional materials to the above e-mail and/or mobile phone number and that I am familiar with the General regulation on Personal Data Protection (GDPR).

Signature

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+385 99 1973 074

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