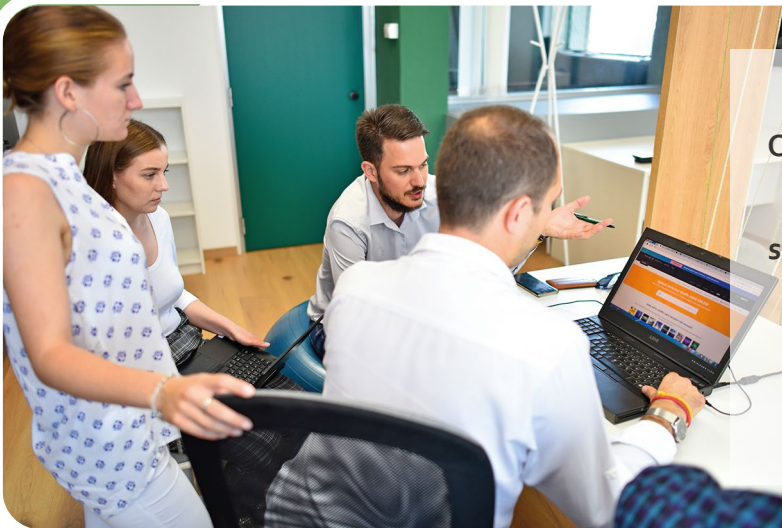




VIRTUAL OFFICE

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, local company that provides personal service of the highest standard. We can fully adapt to your needs in a way that reflects your business in line with your work style. In case of specific needs, feel free to contact us so that we can make a personalized offer 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

**50 EUR + VAT/month yearly
in advance**

60 EUR + VAT/monthly

STANDARD package includes

- 1 all START UP services
+
- 2 company name on location
- 3 mail box
- 4 mail management
- 5 notification about received mail via e-mail
- 6 scanning of the content in received mail
- 7 mobile application Voffice
- 8 2 hours/monthly use of the conference for meetings or lounge rooms
- 9 one day/monthly of using a drop-in coworking desk

**70 EUR + VAT/month yearly
in advance**

85 EUR + VAT/monthly

**+ 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 8 hours/monthly usage of the conference or lounge room
- 9 2 days/monthly of using a drop-in coworking desk

120 EUR + VAT/month yearly
in advance

135 EUR + VAT/monthly

+ NEW VOFFICE WEB
APPLICATION **PRO**
INCLUDED

VIRTUAL BRANCH OFFICE package includes

- 1 all BUSINESS PLAN services
- +
- 2 virtual assistant services
- 3 phone answering
- 4 fix phone line number
- 5 use of drop in coworking office
- 6 consulting services
- 7 assistance during company opening
- 8 boosting of the business
- 9 marketing and graphic design

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**

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	50 €	from 150 €	200 €
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

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

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

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

Paying a year or more in advance

Payment from month to 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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