



Deakin
business centre
Serviced Office Complex

Top 7 benefits of a virtual office within the Deakin Business Centre.



Virtual Office

What is a Virtual Office?

A virtual office is an office like no other, it's not your usual bricks and mortar office set up, where you have large bonds, rents and all the extra expenses like rates, electricity etc. There are many ways a virtual office can be set up, however for the purpose of these benefits we are focusing on the virtual office set up that the Deakin Business Centre in Mildura has to offer.

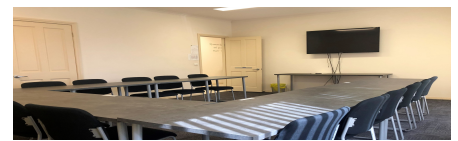
A virtual office within the Deakin Business Centre is a basic set up and is great for the home based business owner or entrepreneur who would like the security of not having clients drop into their home address unannounced.

Basic Virtual Office Includes

1. **Professional business address** - Use of our business address on your website, business cards and marketing materials to support and promote your business.
2. **Mail management** - use of our Po Box and street address for mail and parcels to be delivered.
3. **Client drop of and collection** - your clients are able to drop things of or collect things that you have left at the centre for them to collect, your business will be set up with a pigeon hole for your mail and other things for you to collect.
4. **Business cards and brochure displays** - you are welcome to display business cards and brochures in the Deakin Business Centre's reception area.
5. **Virtual Office Terms** - minimum term is 4 months.

Extra Added Services

1. **Boardroom, training room and casual office bookings** - are available, booking in advance is advised and can be booked by contacting the centre directly on 03 5022 0132.
2. **Photocopy and faxing service** - a copy code can be arranged and cost per copy and faxing in and out charges apply.
3. **Virtual Administration Services** - administration services are available at an hourly rate.
4. **Other extra services are available** - outlined in the Deakin Business Centre's added service list which you will receive when signing a virtual office agreement.
5. **Advertising** - you are welcome to arrange for advertising to be displayed at the Deakin Business Centre at your business expense.



Top 7 Virtual Office Benefits

1. Minimum Business Expenses

Our basic virtual office monthly agreement cost to your business is less than \$100.00 per month, plus any added charges for any extra service that you choose to use.

2. Professional Business Address

Having the Deakin Business Centre as your business location allows you to work from home or from wherever you choose, with the security of your clients not knowing your personal address. If you have clients call into the Deakin Business Centre to see you, our friendly staff will advise them that you are out of the office take a message and pass that message onto your business via email.

3. Mail Management

Gives your business a professional mailing address allowing clients and suppliers to deliver mail or parcels without having your personal address, and gives you the peace of mind that you won't miss that important delivery if you need to duck to the store.

4. Business Card & Brochure Display

Having your flyers and cards displayed in the reception area of the Deakin Business Centre, allows clients to take a card when they call in to see you giving social proof that your business has an office within the Deakin Business Centre.

5 Boardroom, Training room & Hot Office Bookings

The option of using our room booking solutions allows your clients to see you working out of the Deakin Business Centre and also give you peace of mind that you have a professional business premises to have those client meetings or trainings.

6 Advertising

Placing your business details on our signage boards allows you to promote your business to traffic that passes the Deakin Business Centre and people who visit the centre to see other businesses.

7. Flexibility

With our minimal virtual office term of 4 months you have the flexibility to use as much or as little of our services as you choose, knowing that you only pay extra for what you use, with a 4 month agreement you're not locked into any long term commitments.

Virtual Office

Connect with the friendly staff at the Deakin Business Centre today to explore your virtual office business needs.



Deakin Business Centre

Serviced Office Complex 03 5022 0132