



Call Answering

Tel: 020 36377124

www.freelanceofficeservices.co.uk

CALL ANSWERING

Pay as You Go Quarterly Service - calls invoiced monthly in arrears - includes telephone number		
Quarterly Fee*	Deposit	Per Call Charge (office hours 9-5.30 M-F)
£100.00	£25.00	1.00

All Inclusive Annual Service - payment up front - includes telephone number		
Annual Fee	Inclusive Calls (per month)	Additional Charge Per Call (office hours 9-5.30 M-F)
£321.00	10	£1.25
£535.00	25	
£805.00	50	
£1070.00	75	
£1284.00	100	

All Inclusive Quarterly service - payment up front - includes telephone number		
Quarterly Fee	Inclusive Calls (per month)	Additional Charge Per Call (9-5.30 M-F)
£88.50	10	£1.25
£147.50	25	
£221.50	50	
£294.50	75	
£353.50	100	

OTHER INFORMATION

Call Answering Service

- ✓ Geographical or 084X/0303/0870/0330 phone number included
- ✓ Calls answered within 3 rings
- ✓ Messages forwarded via email immediately
- ✓ Option to receive all SMS messages (charged at 12p/text)
- ✓ Advanced call handling available (order processing/bookings/payment taking etc. – refer to VPA services hourly rates)
- ✓ Monthly call records with invoice

All answered calls are chargeable whether sales or wrong numbers. You may wish to register on the TPS to prevent sales callers. Voicemails are forwarded by email for out of hours messages and billed at the per call rate. Call charges are billed monthly in arrears for pay as you go and over quota.

We also provide many other Virtual PA and office support services. Please ask for information:

- [Audio Transcription](#)
- [Virtual PA/Admin/Secretarial](#)
- [Virtual Office Addresses](#)