

Virtual Office Services



VIRTUAL OFFICE SERVICES

Prestigious Office Address, Telephone Answering, Fax to Email Services	Mail Only	Business	Premium
<p>Registered Address</p> <p>We provide a prestigious address, which can be used as your registered business address for the registration of your company. The address can be used on business cards, letterheads or any other official documents.</p>			
<p>Mail Notification</p> <p>Whenever mail is received, we send you an email notification detailing the correspondence information such as date, sender, type of mail, etc.</p>			
<p>Mail Forwarding</p> <p>Incoming mail (including courier items and small parcels) will be forwarded based on your instruction. All forwarding postage costs will be charged accordingly to you.</p> <p><i>* This service will require a S\$100 deposit and will be used to offset the mail forwarding charges.</i></p>			
<p>Dedicated Phone Line</p> <p>A dedicated local telephone number will be assigned to you. Professionally trained staff will personally attend to your calls using your business name. This number may also be automatically diverted to another telephone number specified by you. Do not miss any more calls!</p>		Automated Greeting Service	Personalised Greeting Service
<p>Dedicated Fax to Email</p> <p>We'll assign a dedicated fax number to you. Faxes received will be forwarded to your email ID so that you can access them from anywhere.</p>			
MONTHLY FEE (US\$)	50	200	250

Online Resources

[Singapore Business Solutions](#) | [Virtual Office Services](#)

REGISTERED BUSINESS ADDRESS



A local business address is required when registering a Singapore company. This address will be the official corporate address for all official communication pertaining to the registered business.

Asiabiz offers the service of providing you and your company with a prestigious address in Singapore's CBD area. This prestigious CBD address can be used on your business card, letterhead and corporate collateral.

Mail Notification

With a registered address through Asiabiz, you can receive your mail through our office. Asiabiz will notify you of any mail receipt by email and/or SMS (for Singapore mobile phone users only).

Mail Forwarding

For these postal mail, courier items and small parcels, Asiabiz can forward these to you as per your instruction. All postage costs will be billed accordingly.

Mail Scanning

With a small additional fee, Asiabiz can scan your letter mail and email it to you. The service is fast, you can access your mail through your computer wherever you are.

Online Resources

[Singapore Business Address](#) | [Meeting Rooms](#)

DEDICATED PHONE SERVICES



PREMIUM SERVICE

Personalized phone answering service

STANDARD SERVICE

Automated phone answering service

CALL FORWARDING

Be connected anywhere in the world

DEDICATED FAX LINE

Forwarded to your e-mail

AsiaBiz can provide you and your company with a dedicated local business telephone number. There are two services available, from which you can choose how you would like to handle calls for you and your business.

AsiaBiz Premium Service

The premium service offers personalized telephone answering for your business. Our professionally trained staff answers incoming calls in your business name. With each call, a dedicated receptionist will consult with you promptly whether you wish to take the call. The reception will then transfer the call to you or record a message from the caller based on your decision.

AsiaBiz Standard Service

The basic service offers a standard phone greeting, and all calls to you and your business can be automatically diverted to another telephone number specified by you. Alternatively, you can arrange for the caller to leave a voicemail which will be emailed to you. No more missed calls!

Call Forwarding Service

All calls to you and your business can be forwarded to you according to your specifications, and can be connected to you anywhere in the world. Additional fees may apply.

Dedicated Fax Line

AsiaBiz can provide you with a dedicated fax number. Faxes received will be forwarded to your email so that you can access them from any computer which has internet access.

Online Resources

[Dedicated Phone Services](#) | [Dedicated Fax Line](#)

Helpful Links:

[Company Registration](#)

[Incorporation](#)

[Immigration](#)

[Accounting](#)

[Taxation Services](#)



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