



## Virtual Offices

Although you have an address with us, you don't need a permanent space in an office. We can organize all your post and telephone forwarding and messaging services according to your requirements. With our packages you can also have the use of our meeting and seminar rooms or book them separately. Our meeting and seminar rooms have their own telephone and Internet connections with access to a print scan and color copy center, which makes them ideal as short-term work and meeting spaces. A secure mobile caddy for your personal documents, archiving and office materials can also be rented separately. General office services and temporary parking within the building are also available.

(all prices are shown in CHF, excl. VAT)

<b>Virtual Office A</b>	per month	200.00
<ul style="list-style-type: none"> <li>representative address</li> <li>post: forwarding via post (excl. stamps)</li> <li>company name with logo on entrance shield (optional)</li> </ul>		
<b>Virtual Office B</b>	per month	250.00
Virtual office A + additional <ul style="list-style-type: none"> <li>telephone: forwarding via e-mail</li> <li>company name with logo on entrance shield (optional)</li> </ul>		
<b>Legal Domicile – Basic</b>	per month	300.00
<ul style="list-style-type: none"> <li>registered legal address</li> <li>post: forwarding via post (excl. stamps)</li> <li>telephone: direct connecting or forwarding via e-mail</li> <li>company name with logo on entrance shield (optional)</li> </ul>		
<b>Legal Domicile – Regular</b>	per month	500.00
Legal domicile Basic + additional <ul style="list-style-type: none"> <li>telephone answering: with individual name</li> <li>post additional forwarding option: opening - scanning - sending via e-mail</li> <li>company name with logo on entrance shield (optional)</li> </ul>		
<b>Legal Domicile – Extra</b>	per month	500.00
Legal domicile Regular + additional <ul style="list-style-type: none"> <li>2 days or 16 hrs meeting room usage</li> <li>5 days or 40 hrs meeting room usage</li> <li>company name with logo on entrance shield (optional)</li> <li>Post Office Box (optional)</li> </ul>		
	per month	+300.00
	per month	+600.00
<b>Optional</b>		
Company name with logo	single payment	250.00
Own telephone number	single payment	on request





### **Secretary Service**

per hour

*General secretarial services:*

writing documents, copying, making folders, etc.

90.00

*reservations:*

flights, rail, concerts, restaurants etc.

### **Professional Services**

#### **Translation Service**

per line

German – English / English – German

4.00

German – French / French – German

German – Korean / Korean – German

5.00

English – Korean / Korean – English

#### **Graphic & Photographic Service**

per hour

Support to design company logos,  
brochures, office papers, website design,  
event photographing, photo documents.

120.00

#### **PR & Communication Service**

per hour

Developing PR strategies,  
writing articles for publications, advertising,  
writing text for website, brochures and flyers etc.

160.00

<b>Meeting rooms and seminar room</b>	small meeting room (max. 6 Pers.)	large meeting room (max. 10 Pers.)	Seminar room (max. 16 Pers.)
Per day (5 - 9 hours)	330.00	440.00	550.00
Per half day (3 - 5 hours)	180.00	240.00	300.00
Per hour	60.00	80.00	100.00

*(35% reduction for internal companies)*

- Price includes free internet access (WLAN, LAN).
- Drinking water is included, other drinks, snacks and refreshments are available on request.
- Flip-chart, teleconference equipment (excl. call charges) and data projector are included in the price, other office material, stationary and equipment are available on request.
- Clickshare is available free of charge in the large meeting room and seminar room.
- Print and copies on request.

**For further information on office services and offers please visit [www.junika.ch](http://www.junika.ch)**

