



business & technology centre  
inspiring innovation

# virtual office services

## a professional image at the btc

The **business & technology centre (btc)** offers a variety of virtual office services for businesses of all sizes. Our packages are ideal for those who are not ready for a full time office, those looking for phone support when out meeting clients or those looking to project a premier business image.

We can offer you an allocated local telephone number answered by our experienced receptionist in your company name and take messages on your behalf, a professional business address at the **btc** and post forwarding options. The variety of packages will ensure the best combination of services for your business, whatever your requirements.



### virtual office packages available:

	Send and receive unlimited faxes (UK only)	An allocated 01438 number and answered in company name	Caller put through to a number so they can leave a message and an email is sent of the recording received	Business mailing address at the btc	*Locked post box	**Post forwarded to alternative address of your choice	Acceptance of small parcels
Fax Package	✓						
Message Taking		✓	✓				
Post Box - Standard				✓	✓		
Post Forwarding				✓		✓	
Post Box - Plus				✓	✓		✓

Multiple packages can be selected to suit your requirements. \*Accessible during office hours. \*\*Additional postage charges may apply if address is outside of the area.



01438 310000

### location

business & technology centre  
Bessemer Drive  
Stevenage  
Hertfordshire  
SG1 2DX

To discuss your requirements please contact a member of the **btc** team on

**01438 310000**

or email

[info@btcstevenage.co.uk](mailto:info@btcstevenage.co.uk)

Further information can also be found at

[www.btcstevenage.co.uk](http://www.btcstevenage.co.uk)



## additional services at the btc



Offices



Workshops



Conference rooms



Video conferencing



My Incubator – business incubation centre

## conference & meeting room facilities

The **btc** has 10 professional meeting and conference rooms that can hold from 2 to 144 delegates. The **btc's** first-class facilities are ideally suited to meet your company's requirements for interviews, seminars, conferences and networking events and include an on-site bistro, video conferencing facilities and wi-fi access.

## offices and workshop facilities

The **btc** offers modern, purpose built offices for rent ranging in size from 9 to 80m<sup>2</sup>. The licence fee includes all utilities, discounted meeting rooms and mailing address. The **btc** also offers a selection of industrial units. All of our offices and units are let on flexible monthly licence terms, we can also supply telephone and broadband solutions.

## My Incubator at the btc – business advice and workspace under one roof!

My Incubator is our business incubation centre designed to support entrepreneurs who are looking at starting a business. Our unique service combines both advice and workspace within one facility. My Incubator facilities are free of charge for 3 months\* to pre-start companies. Clients will have access to expert advice, a hot-desk and PC, telephony and broadband, a professional business address and access to events and seminars. My Incubator – Stevenage is part of a network of incubation centres across Hertfordshire & Bedfordshire.



To discuss any of the services available at the **btc** please contact a member of the **btc** team on

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\*Subject to availability. Terms & conditions apply.