



# every new business has to start somewhere



**'virtual' office accommodation from as little as £15\* per week**

The North East Business and Innovation Centre (BIC) specialises in helping individuals and businesses to develop. Located just off the A1231 in Sunderland the BIC offers an array of business and technical support services and a superb range of accommodation including offices and industrial units.

In addition the BIC also offers 'Virtual Offices' - the ideal choice for fledgling businesses who require support services but don't currently need physical premises.

An increasingly popular choice offering freedom and flexibility, the BIC's Virtual Office Service not only provides a prestigious business address but a whole host of other benefits, including:

- Professional answering service
- Personalised telephone number
- Post and fax handling service
- Access to fax, photocopier and document binding services
- Access to business and ICT support
- E-mail facilities and web hosting

The following incentives are also offered to all Virtual Office tenants:

- Business audit - worth £300
- Free IT health check - worth £150
- An initial free period of selected meeting room hire worth up to £75
- Free marketing review - worth up to £150
- 20% discount on any meeting room hire whilst you are a virtual BIC tenant (facilities are available to hire on an hourly, half daily or daily basis)

The following elements of Virtual Office Services are chargeable:

- £60 registration fee
- A refundable deposit equivalent to one month's fee (no VAT) payable in advance by cash/Visa
- Forwarding of post/faxes to an external forwarding address
- Telephone services: If forwarded to voice mail, no charges are incurred. Where forwarded to another number/mobile the client will bear these costs (BT choice level III charge rate). 0800 Freephone and 0870 National rate numbers can be arranged upon request.

**For further information please contact Donna Surtees on: 0191 516 6066  
or email: [donna.surtees@ne-bic.co.uk](mailto:donna.surtees@ne-bic.co.uk)**

\*Fees are charged on a monthly basis. Information and costs correct at the time of printing. BIC management reserve the right to amend component parts. To qualify businesses must be under 6 months old. Valid for 12 months. Unfortunately the BIC cannot accept applications from the following sectors: retail, purely distribution, motor mechanics and valeters or heavy engineering.

**North East Business & Innovation Centre (BIC) Ltd.**

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