

Your Office Online



Secretarial services @ the dick of a mouse

Available Telephone Numbers for Clients

Type	Description
0800 0808 Free Phone	0800 Freephone numbers, free for the callers to dial, available with and without Services*.
0844 Rate 5ppm Numbers	Callers pay 5ppm (depending on their provider), you receive revenue for each call, available with and without Services*.
0845 Numbers	Callers pay the standard local rate fee regardless of where in the UK they are calling from, available with and without Services*.
0870 Numbers	Callers pay the standard fee for national rate calls (7.5ppm peak, 3.5ppm off peak, 1.5ppm weekends), you receive revenue for each call you receive, available with and without Services*.
0871 Rate 10ppm Numbers	Callers pay 10ppm at all times, you receive a share of this for each call you receive, available with and without Services*.
UK Regional	UK regional telephone numbers are standard UK telephone numbers, but can be acquired and diverted to any UK number, mobile or even internationally. Available with Services* only.
Premium Rate	Callers pay from 10p to 1.50 pound per minute you receive revenue for each minute, available with Services* only.

Telephone numbers cost £15.00 per month to rent. Telephone calls are charged at £1.00 per incoming call and outgoing emails/texts to clients regarding calls are charged at £1.00ea. To keep costs down, 1 email can be sent at the end of each day with messages received/actioned and this is charged at £1.00. There are no other charges for outgoing calls.

I personally answer the calls in the company name and, if for some reason I am unable to answer the call, it will go to a branded voice message. I will shortly after receive an email with the voice message attached and guarantee to answer all voice messages within 2 hours of the message being left.

If I am away from the office, I can transfer calls to my mobile or to an associate VA who works in tandem with me to answer calls (we offer each other reciprocal answering services and this has worked well with both her and my clients for the past two years).

* Services – voice message or fax attached to the line. Answering service is normal when I take up telephone answering services for clients.

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