



Skryba Limited – Virtual Office

A Virtual Office allows users to reduce traditional office costs while maintaining business professionalism. With a Virtual Office, you can obtain a working virtual business address at a respected business location, featured on all of your official correspondence and mail.

Virtual Office addresses are great for work-from-home professionals who don't want to use their personal addresses for business correspondence, travelling business people always on-the-go, or large companies looking to expand to new markets.

Virtual mailing addresses help businesses to maintain a global presence on a local budget.

At Skryba Limited, we offer two forms of Virtual Office;

1. For £10 a month, your incoming business correspondence will be scanned and emailed to you.
2. For £20 a month, your incoming business correspondence will be forwarded to you through the post.

At an affordable price, we will:

- Provide you with a credible, risk-free way to correspond with clients.
- Handle your day-to-day details so you can better manage your business.
- Collect your mail, sign for packages and send them to you according to your instructions.

We also offer a conference/meeting room for hire by hour, day, or week, to suit your requirements.

For more information about our Virtual Office or meeting/conference room, please call: **0 330 660 0336**

Alternatively, you can visit us at: **Skryba Limited**, 547 Oxford Road, Reading, RG30 1HJ or online at <http://www.skryba.co.uk/>

skryba limited

547 Oxford Road, Reading, RG30 1HJ

+44 (0) 330 660 0336

www.skryba.co.uk

biuro@skryba.co.uk