Servcorp Virtual Office®
The first and the finest

Your address can be...

From 101 Avenue des Champs Elysées, Paris
to 375 Park Avenue, New York City
to Two International Finance Centre, Hong Kong

120 premium locations worldwide!

Be in business instantly – Sign up online!

First month at 50% off!

Exclusive benefits

- **Sign up online** – you get your address and phone number instantly and the 1st month membership at 50% off!
- No security deposit – **we trust you!**
- Monthly membership – **no further obligation.**
- Team members dedicated to Virtual Office clients in each location - No call centres!
- Global IP telephone network - **cheap calls to the world.**
- Servcorp’s IT infrastructure, superfast broadband, in-house support team.
- **Servcorp Online** - you can change the way we answer your phone and direct your calls. Book boardrooms, offices, lounges and services in real time.
- Your trained receptionist is like a professional newsreader - **there can be no mistakes.**
- 20% of your monthly spend accumulates to be spent on a Virtual Upgrade to a Servcorp Serviced Office.
Select from the individual packages to suit your business needs. It’s your choice!

Virtual Office Meetings
- International access to boardrooms and office hire
- 1 hour per day, 5 hours per week¹ in the executive business lounge
- 3 days per month use of an office/executive business lounge in any other Servcorp city⁴
- Allocated multilingual personal assistant
- Access to broadband internet
- Fax number
- Video-conferencing facilities
- Book our services online
- Detailed invoices online
- Business services online

Virtual Office Address
- Prestigious city business address for your letterheads, business cards and mail delivery
- Management of mail, faxes and couriers
- Fax number
- 1 hour per day, 5 hours per week¹ in any Servcorp executive business lounge worldwide
- Allocated multilingual personal assistant
- Book our services online
- Detailed invoices online
- Access to broadband internet
- Business services online

Virtual Office Platinum
- A receptionist to answer your calls in your company name and transfer to your office, mobile, unified messaging system, or anywhere in the world
- Dedicated telephone number
- Voicemail to email message delivery system²
- 24/7 interactive personal voicemail
- SMS messaging³
- Dedicated fax number
- Prestigious city business address
- Management of mail, faxes and couriers
- Allocated multilingual personal assistant
- International access to boardrooms and office hire
- 3 hours per day, 15 hours per week, 60 hours per month³ in any Servcorp executive business lounge worldwide
- 3 days per month use of an office/executive business lounge in any other Servcorp city⁴
- Book our services online
- Detailed invoices online
- Video-conferencing facilities
- Access to broadband internet
- Business services online

We help you run your business, take orders from your clients, organise your printing, share files, send and receive mail, whatever you need and all in the location you choose, not from a call centre.

If you need more than one location, ask your Manager about Virtual Office options!

¹ Available in most locations
² Non-accumulative
³ Non-accumulative
⁴ Non-accumulative
Use the comparison table below to find the best solution for you.

<table>
<thead>
<tr>
<th>Your benefits</th>
<th>Address</th>
<th>Comms</th>
<th>Meetings</th>
<th>Platinum</th>
<th>Other providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>We trust you! <strong>No security deposit is required.</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>(of course by credit card)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum commitment of one month - you can give one month’s notice at anytime.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>We know how good our service is, you don’t need to sign a long term agreement.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Our IT specialists</strong> have written our own online system so you can manage your services remotely.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Your own dedicated team. Not a call centre and not temps. They know and love our clients.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>You will love this - <strong>view your invoices online.</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Access to online business tools including online meeting hosting, secure large file transfers, corporate discounts, and more...</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Refer a friend or business partner and receive generous rewards.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>All virtual clients can easily upgrade to another Virtual Office package or to a Servcorp Serviced Office.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td><strong>Multi-lingual personal assistants</strong> at your service for remote assistance or on-site bookings.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>In-house IT Help at your fingertips.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Your local fax number.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Your <strong>address</strong> in a landmark building in top cities worldwide.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Mail, fax and courier management.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td><strong>Your dedicated local business telephone number.</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Your dedicated local fax number.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your benefits</th>
<th>Address</th>
<th>Comms</th>
<th>Meetings</th>
<th>Platinum</th>
<th>Other providers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Servcorp Rewards</strong> – <strong>20% of what you spend goes into your own “fund for the future” that can be spent upgrading to a Serviced Office.</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Online – you decide exactly the way your telephone is answered and <strong>your charming receptionist answers your phone as you would like. There can be no mistakes!</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>You program the receptionist’s screen - incoming calls trigger the information you provided about the way you want your phone answered. Our receptionist just points and clicks and transfers calls as you have instructed. <strong>No mistakes.</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td><strong>Your 24 hour interactive voicemail with email delivery options.</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td><strong>You have access to boardrooms, meeting rooms and day offices in any Servcorp location worldwide.</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Online real-time bookings of boardrooms, meeting rooms, day offices and business lounges on a daily basis, hourly or for as little as 10 minutes.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Access to video-conferencing and online meeting hosting.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td><strong>Use of a day suite office or executive business lounge for up to 3 days per month when travelling to another city.</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td><strong>Complimentary access to any executive business lounge worldwide.</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td><strong>Servcorp Onefax, fax to email technology.</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Servcorp Onefone - <strong>take your virtual office phone on your PC!</strong></td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Additional address, dedicated telephone and fax numbers in different cities in Servcorp’s worldwide network.</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
</tbody>
</table>
Australia
Adelaide
Westpac House
Brisbane
AMP Place
Riparian Plaza
400 George Street
Canberra
St George Centre
Barton
The Realm
Melbourne
101 Collins Street
140 William Street
710 Collins Street
1 Southbank Boulevard
Sydney
Chifley Tower
MLC Centre
Market Street
North Sydney
101 Miller Street
201 Miller Street
East Sydney
Tower Two Westfield
Bondi Junction
Hobart
Reserve Bank Building
Perth
AMP Building
Central Park
New Zealand
Auckland
ASB Bank Centre
PWC Tower
Wellington
Vodafone on the Quay
Christchurch
Forsyth Barr House
Japan
Tokyo
Yebisu Garden Place Tower

Aoyama Palacio Tower
Marunouchi Trust Tower – Main
Tokyo Sankei Building
Shinagawa Intercity Tower A
Shiodome Shibakiryu Building
Shiroyama Trust Tower
Levels 16 and 27
Nittochi Nishi-Shinjuku Building
Hibiya Central Building
Sunshine 60
Nihonbashhi Wakamatsu Building
Tokyo Big Sight - Ariake
Frontier Building
Shinjuku Nomura Building
Fukuoka
Fukuoka Tenjin Forum
Seimei Building
NOF Hakata Ekimae Building
Nagoya
Nikko Shoken Building
Nagoya Lucent Tower
Osaka
Hilton Plaza West Office Tower
Edobori Center Building
Shinsaibashi Plaza Building
Shinkan
Yokohama
TOC Minato Mirai Building

Thailand
Bangkok
One Silom Road
The Offices at Centralworld
Indonesia
Jakarta
The Plaza
Philippines
Manila
Tower One Ayala Triangle
Malaysia
Kuala Lumpur
Menara Citibank
Menara Standard Chartered
Singapore
Singapore
Suntec Tower Three
Six Battery Road
Marina Bay Financial Centre
Tower 2

China
Hong Kong
One Peking
Two International Finance Centre
The Hong Kong Club Building
Shanghai
Citigroup Tower
Shanghai Kerry Centre
RockBund
Beijing
Oriental Plaza
China Central Place
Fortune Resources International Building
Chengdu
Shangri-La Office Tower
Hangzhou
LYRA Singapore-Hangzhou -Science and Technology Park
Guangzhou
IFC West Tower
India
Mumbai
Vibgyor Towers
Hyderabad
Maximus Towers
United Kingdom
London
Dashwood House
40 Bank Street Canary Wharf
Belgium
Brussels
Bastion Tower
Schuman Rue de la Loi 227
France
Paris
17 Square Edouard VII
21 and 23 Boulevard Haussmann
Louis Vuitton Building
101 Champs Elysées
United Arab Emirates
Abu Dhabi
Al Marmou
Dubai
Emirates Towers
Al Habtoor Business Tower
Bahrain
Manama
Bahrain Financial Harbour
Kuwait
Kuwait City
Sahab Tower
Lebanon
Beirut
Beirut Souks Louis Vuitton Building
Qatar
Doha
Commercialbank Plaza
Saudi Arabia
Jeddah
Jameel Square
Riyadh
Al Faisaliah Office Tower
Turkey
Istanbul
Louis Vuitton Orjin Building
Nisantasi
Egypt
Cairo
United States of America
Atlanta
Terminus 200
12th and Midtown
Chicago
300 North La Salle
155 North Wacker
New York
1330 Avenue of the Americas
The Seagram Building
Washington DC
1155 F Street
1717 Pennsylvania Avenue
Philadelphia
BNY Mellon Center
Dallas
Rosewood Court
Preston Road
JP Morgan International Plaza III
Houston
Bank of America Center
Williams Tower
Boston
One International Place
Irvine
Irvine Towers
Los Angeles
601 S.Figueroa
San Francisco
101 California Street
Bank of America Tower
Miami
Wachovia Financial Center
Denver
1200 Seventeenth Street
McLean
Corporate Office Centre Tysons II

Servcorp’s worldwide locations.
Sign up online at www.servcorp.net

Sign up online and receive your 1st month at 50% off! You will receive a phone number instantly and be in business in minutes!
Servcorp rewards

Servcorp Loyalty Program

At Servcorp, we understand that markets are constantly changing and your business needs to be ready to react. The Servcorp Loyalty Program rewards Servcorp Virtual Office® clients for their ongoing support by offering extra flexibility and cost savings.

At the end of each month, you earn a 20% rebate on your Servcorp Virtual Office® expenditure.

Your Servcorp rebate can be viewed on your monthly invoice and redeemed on one of the following offers:

Virtual Upgrade
If your business is growing, take a Serviced Office with Servcorp. To help make the transition from a Virtual Office to a Serviced Office smooth, use your Servcorp rebate to offset the rental costs.

Virtual Pause
If your business is facing a quiet period, why not consider taking a Virtual Pause? Rather than losing your business presence and telephone number at such a crucial time, you may use your Servcorp rebate to offset your Servcorp Virtual Office® rental costs for up to three months.

Refer a friend

If you refer a friend or associate to Servcorp and that person becomes a new client at any Servcorp location, we’ll show our appreciation of your support by offering you generous rewards including one month free Virtual Office membership, shopping vouchers to exclusive department stores and many other choices through our rewards program!

In addition, once you have passed on six successful Servcorp Virtual Office® referrals to us, you can choose from a range of even greater rewards.