

The Virtual Office

Operating your business from a virtual office is an affordable alternative to renting office space. Often the virtual office service can be tailored to meet your business needs and can provide a cost effective business solution.

What is a Virtual Office?

A virtual office is a combination of off-site live communication and address services that allow users to reduce traditional office costs while maintaining a professional business image.

What Does a Virtual Office Offer?

Typically a virtual office will offer a prestigious business address, call handling, mail handling and room hire facilities for business meetings. Depending upon your business needs most virtual office providers will offer a bespoke service to match your business requirements.

Who Typically Uses a Virtual Office Service?

The very nature of a virtual office means that it is an attractive solution for sole traders working from home through to multinationals looking to break into new markets.

Things to Consider When Selecting a Virtual Office

Startups.co.uk offers the following tips when selecting a virtual office service company:

Visit the Company

They may have sophisticated technology, or they may have a chaotic mess of telephones – you'll never know until you see for yourself.

Check the History

A lot of small companies have sprung up in the last five years, so check that the company has experience and can last the course.

Speak to the Receptionists

These are the front line for your business and the first impression for customers, so make sure you're happy with them.

Ask for a Free Trial

If they're confident about the quality of their service, and serious about providing it, they should be happy to let you try it first.

Decide What You Want

Some companies deliver a basic message-taking service, others offer the entire virtual office experience – what level of service do you want?

Plan for the Future

You don't want to have to leave a company just because it's not keeping up with the times, so check it's investing in technology.

Do Your Sums


The complicated pricing structures can be confusing, so work out a sample month, and look for the hidden costs.

Read the Contract

Look at the length of contract, and how much notice you will need to give if you want to terminate it.

And Finally...

The virtual office can offer a permanent solution to all businesses, whether they are at the start up stage, business growth stage or an international company

exploring new markets. Through outsourcing, this flexible solution should provide you with the most valuable asset of all – time to focus on your core business activity. 

10 Reasons for Using a Virtual Office Service

- Test market, a new product or service
- Attract new customers with a new business address
- Impress customers with your all day PA
- More professional than using your home address
- You can create the right image for your business
- Save on the expense of sourcing and renting office facilities
- Save on recruitment and employment costs
- No longterm complicated legal contracts
- Flexible service offering to meet your business needs
- You will have more time to focus on growing your business

