

# DO YOU NEED A VIRTUAL OFFICE?

A virtual office is having all the benefits and the appearance of an office without actually having one. 300 RICHMOND can provide you with the following:

- Your own telephone number answered in your business name
- Message service - messages can be picked up or we can forward them to you
- Management of your mail and couriers
- Use of a physical address and postal address
- Full secretarial services
- Access to photocopier, email, faxes and WiFi
- Access to meeting rooms

*\*\*Full due diligence will be carried out on businesses or individuals requiring a virtual office.*



Phone  
(09) 360 3260

Fax  
(09) 360 2180

Email  
enquiries@300richmond.co.nz

**300 RICHMOND ROAD,  
GREY LYNN, AUCKLAND**



[www.300RICHMOND.CO.NZ](http://www.300RICHMOND.CO.NZ)

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# A FULLY SERVICED OFFICE FROM AS LITTLE AS \$90 PER WEEK (PLUS GST)

**“Your Total Business Centre” means just that.**

300 RICHMOND offers cost-effective furnished, serviced offices that are designed to give you a professional image, yet at an affordable price. All offices are attractively furnished with an executive desk and chair, visitor’s chair, filing cabinet, quality carpet, slim line venetian blinds and a framed print PLUS access to the following services and amenities:

- Personalised reception and phone service
- FREE on-site parking for you and your visitors
- Comfortable reception and visitor waiting areas
- Telephone including connection in your office
- Access to full secretarial services, photocopier, fax, email
- Mail couriered to and from main Post Office
- Boardrooms (2 hours worth of time FREE per week)
- Ultra-fast Broadband Internet/WiFi
- Rent includes power, rates, operating expenses, communal and office area cleaning
- 24 hour access to your office and 24 hour security
- Kitchen facilities, lounge area and cafe area
- Company signage at main reception board
- Daily dry-cleaning pick up and delivery
- Complimentary tea, coffee, Milo and filtered water

**We have a large range of office sizes.**

Contact us today to see what fits you best - (09) 360 3260.



## FREE PARKING

A major advantage of being a tenant at 300 RICHMOND - FREE car parking for you and your visitors!

- Designated “Visitor” car parks
- Designated “Disabled” car parks
- Designated courier/delivery truck parking

## YOUR FIRST WEEK'S RENT IS FREE

Let us show you around, without any obligation whatsoever. We're confident you'll be suitably impressed, and just for starters we're offering your first week's rent absolutely free. Running your business from 300 RICHMOND will be one of the best business decisions you'll make.

Phone 300 RICHMOND now on (09) 360 3260 for a chat or make a time to come in and look around.



## STORAGE AT 300 RICHMOND



Our on-site storage is managed by STORAGE KING

We have over 1200 separate clean lock-up spaces of various sizes from a locker to a warehouse, all easily accessed from your office as storage is right on site!

- Storage units for less than \$10.00 per week (incl. GST).
- Available short or long term for domestic or commercial storage.
- Easy ground level access to your goods 7 days a week.
- 24 hours monitored alarms, computer controlled door access, CCTV cameras and on-site manager.
- Free use of furniture truck or trailer for move-ins (conditions apply).
- Pick-up and delivery can also be arranged.
- Box shop for all your packing needs.

