



Suite B, 5th Flr., Builder's Centre Bldg.
170 Salcedo St., Legaspi Village, Makati, Phil.
Tel. Nos. 7516730, 7516736-39/ Fax No. 7503149
E-mail: info@myoffice.com.ph

Virtual Office Application Form

Date: _____ No: _____

Name: _____

Contact Nos.:

Address: _____

Tel.: _____ FaxNo.: _____

Nature of Business _____

E-mail: _____ Mobile.: _____

I will be needing the following services:

Telephone & Message Handling

- Generic Greeting
- Personalized Greeting
 - Answer my calls in my personal name
 - Answer my calls in my company name
- Take a written message:
 - I will call in for my messages during center operating hours
 - Store the message in my mail folder mailbox
 - Notify me of the message by:
 - Phone
 - E-mail
 - Text/SMS Messaging
- Direct the caller to my voicemail box
- Forward the call to a:
 - Local telephone number
 - Mobile Phone Number
 - NDD/IDD No.

Mail and Fax Handling

For MAIL

- I will call in to check if I have mail
- Store my mail in my mail folder mailbox
- Notify me of received mail by:
 - Phone
 - E-mail
 - Text/SMS Messaging

For FAXES

- I will call in to check if I have faxes.
- Store my fax messages in my mail folder mailbox
- Notify me of received faxes by:

- Phone
- E-mail
- Text/SMS

Forward my fax messages to another fax number

For PARCELS

I will call in to check if I have parcels

Notify me of received parcels by:

- Phone
- E-mail
- Text/SMS Messaging

I will collect my parcel/s

Forward the parcel/s by messenger to an address

I will be using a workstation for approx. _____ hours a month

Others: (pls. specify)

1. _____
2. _____
3. _____

To be Completed by MY OFFICE

			Amount	Total
<input type="checkbox"/>	Basic Business Option		P 1,800.00/mo.	
<input type="checkbox"/>	Premium Business Option		P4,000.00/mo.	
<input type="checkbox"/>	Other Services:			
<input type="checkbox"/>	Message Notification		P200.00/mo	
<input type="checkbox"/>	Mail box		P700/3 mos.	
<input type="checkbox"/>	_____			
<input type="checkbox"/>	_____			
	Sub- Total			
	10% VAT			

Accomplish form and fax back to MY OFFICE. We will send you a proposal designed to your needs.