



www.ibscostarica.com

347 – 4801

VIRTUAL OFFICE PACKAGE

1) VIRTUAL OFFICE FULL

This package is designed for customers in need of an office but do not want to deal with taxes (Caja) payments, salaries, yearly bonus (aguinaldo), sick time, and all the overhead required to run an office. This program covers 40 per week.

The package has the following characteristics:

- Phone number*
- *IBS phone number is free, if you need your own number please add €20, 000 one time payment.
- Secretary
- Agents (optional)
- Web Page
- Contact Page
- Email
- One year hosting
- Internet marketing (optional)
- 800 Number in the USA and Canada (optional)
- Monday - Friday from 8:00 AM to 4:00 PM
- Saturday – Closed
- Sunday - Closed
- Holidays – Closed

Our office will deal with all of your incoming phone calls, monitor your email account (in case a customer needs information), send and receive faxes (your faxes will be received in PDF format). We will keep an appointment book for your new customers. If a customer needs to speak to you, we will call you and let you know, thus; you decide who you want to speak to. IBS Costa Rica will manage your virtual office as if it were a physical office, the telephone will be answered with you company name.

800 line in the USA/CANADA add \$250 month (this includes a physical number in any state of the United States plus an 800 number)

COST \$1200.00 MONTH*

***The contract requires a one month prior notice to end service. The service is to be paid one month ahead**

2) VIRTUAL OFFICE – A LA CART

This package is designed for customers in need of an office but do not want to deal with taxes (Caja) payments, salaries, yearly bonus (aguinaldo), sick time, and all the overhead required to run an office. This program DOES NOT cover 40 per week.

The package has the following characteristics, and you choose which service you need and pay only for that service:

- Use of telephone number \$25 month
 - **Your own number please add ¢20,000 one time payment.*
 - Secretary \$850 month (includes secretary and virtual office)
 - Agents (optional)
 - Web Page \$147.00 one time fee
 - Contact Page - \$0.00
 - Email - \$0.00
 - One year hosting - \$120 one year
 - Internet marketing (optional)
 - Answer phone calls and contact you \$100.00 month
 - Faxes: Send/Receive faxes (Costa Rica) \$2.00 per fax or \$40 month no limit
 - Faxes: Send/Receive faxes (International) \$3.00 per fax or \$50 month no limit
 - Both fax services: national and international \$80 month
 - Email monitoring - \$60 month
 - The calls will be answered using IBS Costa Rica's name
 - 800 line in the USA/CANADA add \$250 month (this includes a physical number in any state of the United States plus an 800 number)
 - Monday - Friday from 8:00 AM to 4:00 PM
 - Saturday – Closed
 - Sunday - Closed
 - Holidays - Closed
- *The contract requires a one month prior notice to end service. The service is to be paid one month ahead**