



## Community House offers a new way of working for charities based in Bromley through a “Virtual Office”.

Many specialist charities in LB Bromley are able to set themselves up and work effectively from home but are finding they need access to a ‘Virtual Office’ to both help raise their profile in the Borough and provide easy access to additional services to help them continue to serve their clients.

Community House is the home of more than a dozen national and local charities situated in the centre of Bromley town centre and is able to offer such a service specifically designed for your needs.

This service will allow charities to work remotely but also to create and maintain a presence in Community House without the need to pay rent for an actual space, only for services.

You will not be tied into any long term contract, thus assuring you of the flexibility you need, but with the support and assistance of the experienced Community House team.

### Our Virtual Office provision will include

- ✓ A registered business address for your organisation
- ✓ A dedicated phone number with calls diverted to your chosen mobile or landline
- ✓ Daily or weekly mail collection, plus a scanning or a forwarding service at an additional charge
- ✓ Access to Community House Gallery “hot desks” and meeting rooms at preferential hire rates
- ✓ Full details of your organisation on the Community House website with accompanying linkage
- ✓ The use of office supplies and equipment eg: photo copier/printing (at an additional charge)
- ✓ Professional Reception service for your clients when you are meeting clients at Community House

Prices will be confirmed upon application.

For further details, please contact **Helen Aitchison**, Business Manager

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