



VIRTUALPA

Avanta Virtual PA

Virtual PA (VPA) is Avanta's Virtual Office service, offering you many of the benefits of being based at our business centers – but without the office space.

We can provide your business with a prestigious mailing address and some of the most professional (and flexible) call handling services in the office services industry...

We've based the entire Avanta VPA concept on the practical day to day needs of our client base – which includes home workers, business startups, professionals on the move and also larger organisations seeking a market presence in our impressive locations.

One crucial observation we made was that many people in these sectors missed the facilities, support and market profile of working in a large office set up. So our VPA service offers a solution to this.

Positioning your business at a premier address

Now you can have a premier address at our business center in New Delhi.

Experienced people will deal with your mail so you can be confident it's in good hands - and they'll forward it same day to the postal address of your choice at cost.

If you have colleagues working virtually, we can forward mail to additional postal addresses as part of the service, for a modest additional fee.

And finally, crucially - we can offer you a highly credible postal address - with no mention at all of Avanta as we do not brand our buildings with our name or logo.

Call management services

We can maintain a dedicated number for you, which can divert incoming calls automatically to your voicemail or another number of your choice.

It's perfect if you want to cultivate a presence in any of our locations for a minimal outlay.

You can't always be available when your clients call, however we can provide your business with a dedicated number and a highly professional call answering service.

Based in a centralised office, our trained PAs will answer calls in your company name and deliver a very high standard of caller care, using the latest computerised systems.

You can specify up to three virtual 'extensions' for call forwarding or, if you're busy, we can transfer callers either to your Avanta digital mailbox (accessible 24/7) or to your own voicemail system.

Outside of normal hours, calls are automatically routed to the same choice of destinations – so you can choose to pick up around the clock or utilise voicemail.

For pricing details please speak to a member of our sales team.





Your Virtual Office Team

One of our great strengths lies in the fact that we operate 'bricks and mortar' serviced offices.

This means we can provide our VPA clients with access to a great range of services – from secretarial support or meeting rooms to occasional use of our communal breakout areas and broadband access point, by arrangement with the Center Manager

What's more, we're renowned for the quality of our staff, so you can be confident you'll be looked after by people who are well-trained, professional and interested in you and your business.

Being part of the Avanta business community means you never have to go it alone. Now meet some of the people who'll be working for you...

Your PAs

Our PA team consists of experienced office specialists who are fully trained in our sophisticated call management systems.

Based centrally, they are dedicated 100% to answering incoming calls for our clients, so there are no distractions; just every opportunity for them to get to know your business and your regular callers.



Your meeting coordinators

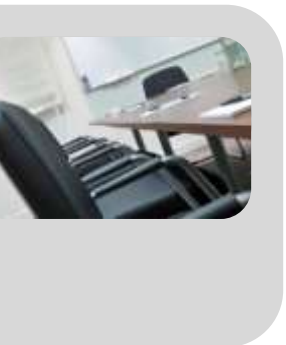
Maybe you can operate virtually for most of the time – but do you ever need a high quality corporate venue, say for a presentation, sales meeting, product launch or training event? If so our meetings room coordinators are here to help.

Simply call them on 1800 3070 0070 and they'll take care of everything, from booking space at any of our locations to organising extras such as catering, room layout, AV equipment or state-of-the-art video and audio conferencing.

Our meeting and training rooms themselves are highly equipped and come in various sizes, so we can host anything from a one to one meeting to a major event, in exactly the right setting.

Plus of course, when you use our facilities you benefit from the full, unbranded Avanta service. We'll sign in your visitors at reception and generally provide a professional, hospitable welcome.

As an Avanta VPA client you'll enjoy preferential rates on all your bookings and, what's more, we've negotiated 8 hours of meeting room facilities free for you each month at any business centre within the Alliance Business Centers Network, in India or worldwide (excluding Avanta centers).



Your purchasing team

We have a lot of buying power at Avanta and we've put this to good use, negotiating discounts for our clients on a wide range of products and services.

You'll get some excellent deals from our partners – i.e. office supplies, and we'll keep you up to date with other periodic offers.

Ask us for further details when you join...



**For more information about Avanta Virtual PA offering
please contact us on 1800 3070 0070**