



## VIRTUAL OFFICE SERVICES PACKAGE



Special Promotion Price	Executive Selection	Premium Business Choice	Basic Plan
12 Months Contract	HK\$430 (per month)	HK\$230 (per month)	HK\$150 (per month)
<b>Prestigious Registered Address</b>			
- Registered Business Address			
- Receipt of Mails / Parcels with E-mail / SMS Notification (Less Than 30cm x 30 cm x 30cm or Below 2kg)	✓	✓	✓
- Showing A Prestigious Company Name on Sign Board			
<b>Telecommunication</b>			
- Designated and Private Business Number	✓	✓	
- Instant Call Forward to Dedicated Number			
<b>Personalized Secretary Answering</b>			
- Professional and Generous Telephone Answering According to Company Stipulation	✓		
- Message Taking with E-mail / SMS Messaging Notification			
<b>Package Includes</b>			
60 Minutes Consultation for Accounting, Auditing and Taxation Affair			<b>Free</b>
<b>Value Added Services (Optional)</b>			
 <p><b>E-Fax System</b></p> <ul style="list-style-type: none"> <li>· Incoming Private E-Fax Number</li> <li>· File Transmitted into PDF Format and Delivered Into Designated E-mail</li> </ul>		<p><b>Letter E-Redirection</b></p> <ul style="list-style-type: none"> <li>· Authorizing NOVA to Scan Letters Received to Designated E-mail</li> <li>· Up to 20 Letters / Month</li> </ul> 	
HK\$50 / month per item			
<b>Additional Services (Optional)</b>			
- Usage of Conference Room	HK\$150 / 30 mins, HK\$200 / hr, HK\$550 / 3hrs, HK\$1,200 / daily		
- Administrative Support	HK\$150 / 15 mins, HK\$250 / 30 mins		
- Black & White Printing / Copying	HK\$1 / Page		
- Color Printing / Copying	HK\$4 / Page		
- International Courier Service	HK\$20 or 30% of Delivery Charge (Whichever is Higher)		
- Local Courier Service	HK\$20 or 30% of Delivery Charge (Whichever is Higher)		

**Note:** Virtual Office services offered for a pre-paid subscription term. Your subscription will automatically renew at the end of each subscription term for another subscription term. You agree that we may automatically renew your subscription and charge your account and credit card at the expiry date of your last subscription (the "Renewal Date"), unless you cancel your subscription before the Renewal Date. NOVA will automatically renew your subscription each year on the Renewal Date unless you cancel your subscription or NOVA ceases to offer the subscribed services. You will receive an email notice approximately 30 days prior to the Renewal Date informing you about the expiry of your current subscription term and the Renewal Date when your subscription will be renewed and your account charged. All notices regarding your subscription will be sent to your last email of record. To cancel your subscription without your account being charged for the next term, you must do so before the Renewal Date. Please keep a record of the expiry date of your current subscription term and the next Renewal Date. You are responsible for the timely cancellation of your subscription, whether or not you have received any notice from us. The renewal payment is due on the Renewal Date and will automatically be charged to the same credit card that you used for the original subscription or the most recent renewal. Please notify NOVA Customer Service at 852-3180-7888 before the Renewal Date of any changes to your email, account or billing information. If you are not completely satisfied with our services for any reason, simply send us an email at [feedback@nova.com.hk](mailto:feedback@nova.com.hk) within 30 days of service stating your name, company name and your reason for a full refund of your services charges (less any government charges and relevant outgoings). After the end of the applicable 30-day refund period, your 12-month subscription payment is non-refundable. Please allow 14 days for processing upon receipt of your refund request. Refunds will be issued within 4-8 weeks after approval of the request. You can contact our Customer Service Team at 852-3180-7888 for any detail for the refund application. Refunds may be issued in cash or credit. We are under no obligation to stick to the same means of refund in future practices Policies are subject to change. NOVA Business Services Limited reserves the right to issue refunds or credits at our sole discretion. All government charges, bank charges, handling charges, fees paid on behalf, postage and delivery charges are non-refundable. All packages are limited to 1 company only with 2 contact persons. Each additional contact person will be charged HK\$50/month. NOVA Business Services Limited shall not be responsible for any failure to provide any service(s), late or penalty payment; or any error or omission or any delay or interruption in the provision of any service(s) due to the verbal, written, and electronic communication. The sole obligation is limited to the services charges during the affected period only. You agree to waive, and not to make any claim for damages, direct or consequential, with respect to lost business or profits, arising out of failure to furnish any service(s); any error or omission with respect there to; or any delay or interruption of any service(s). In case of any doubt or discrepancy between the English version and Chinese version, the English version shall prevail.