

Our registered office service provides a basic forwarding service intended to deal only with routine Companies House, HMRC and official correspondence. However, we can also provide a full mail forwarding service designed to enhance your business image if you are always on the move, work from home or simply wish to create a more professional perception of your business.

We will forward your mail to any specified address, anywhere in the world, either at pre-arranged intervals or as it is received. You are in control. As long as we know where you are, you will always get your mail, and you can change your forwarding address as often as you like. You can use our address on your business stationery and you can rest assured that your personal details and any forwarding address you have given us remain confidential at all times.

## Postage

Postage is charged and invoiced monthly in addition to the administration fees. We will dispatch your mail by First Class Royal Mail delivery in the UK or standard airmail for overseas clients unless instructed otherwise. If you prefer, we can hold your mail for delivery at a later date if you're away, or for personal collection.

You will be charged the cost of delivery +30%