

See full product details at www.virtualofficeservices.com.au/plans-pricing/

INFORMATION ABOUT THIS SERVICE

Description

A virtual reception service manages all your calls; and works as an overflow, after-hours, or emergency answering service by redirecting your calls to our Australian-based call centre whenever you need it. Professional virtual receptionists answer calls for you, take messages, and forward messages to you via email and even SMS if required.

VIRTUAL RECEPTION EXECUTIVE plans are complete virtual reception services where operators check your availability before connecting the call to you. If you are unavailable a message is taken and provided via email & SMS.

Feature add-ons can be added to your service for a fully customised solution.

Minimum term

There is a one month minimum term for this service, and we require 30 days advance written notice of cancellation.

Inclusions

We allocate a unique local phone number (DID) for each service which can be used to forward your existing landline or mobile calls; or can be used as an answer point for 1300/1800 numbers. This is an internal system number which is subject to change & remains the property of Virtual Office Services. We strongly recommend that you do not advertise or publish your live answering DID number.

Qualifications

To receive SMS and email notifications you will need an active mobile number and email address.

INFORMATION ABOUT PRICING

All prices exclude GST.

Minimum monthly charge

Minimum monthly charges vary, depending on the selected plan.

PLAN	MINIMUM MONTHLY CHARGE
VR EXEC 25	\$70
VR EXEC 45	\$130
VR EXEC 85	\$240
VR EXEC 150	\$400

Included messages and setup charges

PLAN	MONTHLY CHARGE	INCLUDED MESSAGES	EXCESS*	SETUP CHARGE
VR EXEC 25	\$70	25	4.00	\$30
VR EXEC 45	\$130	45	3.50	
VR EXEC 85	\$240	85	3.25	
VR EXEC 150	\$400	150	3.10	

*Calls that exceed the number of monthly messages included in the plan are charged on a per-message excess rate.

Add-on features can be bolted on to any VR EXEC plan.

Additional team

Extend your service to multiple individuals or departments by adding up to 10 additional teams at \$5 per team monthly.

Additional question

Add custom information or require up to 3 additional questions at \$10 per field/question monthly.

Additional SMS

Forward copies of your messages to multiple recipients via SMS at \$10 per mobile number monthly.

Additional email

Forward copies of your messages to multiple recipients free of charge.

Personalised greeting

Customised welcome greeting to answer your calls at \$5 monthly.

Personalised sign-off

Customised closing greeting before ending every call at \$5 monthly.

Additional call transfers

Assign an alternate number for additional call transfer attempts at \$25 per number monthly.

Call transfer charges

CHARGE	
Per call	
Local calls	\$0.15 per call
Per minute*	
National calls	\$0.15 per minute
Mobile calls	\$0.35 per minute

*Call rates are quoted per minute and billed pro-rata in 1 second increments, with a minimum 60 second charge.

Early termination charge

No early termination charges apply to this service, but we require 30 days advance written notice of cancellation.

SMS charges

The cost of 1 SMS (160 characters) per message is included in the minimum monthly charge. A charge of 10c per SMS over the 1 included message will be applied to messages in excess of 160 characters.

Changes

Changes to existing services (e.g. changing SMS numbers) may attract additional charges.

Additional charges may apply

Additional fees and charges may apply, refer to our [Fees and Charges](#) schedule.

OTHER INFORMATION

Managing your service, including usage information

Log in to your customer portal at any time to view your services, track your usage, access reports, and access your bills.

Roaming

Mobile roaming charges may be charged by your mobile provider for messages received outside of Australia.

Enquiries, feedback, technical support, and complaints

Our expert Support team is here to help.

VIRTUAL OFFICE SERVICES CONTACT DETAILS	
Phone	1800 932 679
Web	www.virtualofficeservices.com.au

Please refer to our [Complaint Handling Policy](#).

Telecommunications Industry Ombudsman ("TIO")

This service does not qualify among 'telecommunications services' covered in the Telco Act. As such, this service is not regulated.

This means that the TIO has no jurisdiction over the performance of this service and the TIO is not available as a resource for any complaints related to this service.