hexagon virtual office

- Never miss a call or delivery when you're tied up working
- Get your mail taken care of, ready for collection or forwarding
- Keep your home address private with a permanent virtual address
- Deliver a credible business image that's affordable and professional
- Access office space as your business grows or to hold occasional meetings

Out of the office doesn't mean out of office

Starting, running or growing a business? It's hard work right?

Whether you're a skilled trades person like a builder, plumber, carpenter and electrician working on site, or you have just set up your own business working from your kitchen table, running a business is more than just the day job. You must take customer calls, schedule jobs and manage supplies to name just a few of your many hats, and when existing or potential customers reach out, they usually want a speedy response. Miss a call or delivery and you may miss or lose out on a new customer or job.



Taking care of business for your business

Hexagon Virtual Office is like having your own team of office assistants, who work seamlessly in the background but without the hassle or cost. All telephone calls, enquiries, appointment scheduling and mail handling can be taken care of, leaving you to get on with what you do best.

Your clients will receive a personalised and professional experience as our team work as an extension of your business, and by having an established and dedicated business address, you'll be guaranteed privacy and credibility.



So how can we help?

We handle your calls, mail and bookings so you don't have to with our Virtual Office.

MEETING ROOM

OFFICE SPACE:
We provide office space for client meetings or business reviews

TELEPHONE ANSWERING

CALL ENQUIRIES & MESSAGES:
We answer calls as if we are part of your business

APPOINTMENT SCHEDULING:
We make appointments using your specific scheduling software

BUSINESS MAILBOX

COLLECT: We receive your post, inform you and keep it secure ready for collection

FORWARD: We forward on all your post to your private address

SCAN: We scan and email all your post to you, turning your mail into digital files

VIRTUAL ADDRESS

BUSINESS ADDRESS:
We provide you with recognised registered business address

If you work from home or spend your working day working remotely, having a virtual office with access to our remote receptionist services, means you'll never miss a call or delivery. A recognised business address means you'll have a secure place to receive mail along with the added benefit of improving your business image and credibility.

The benefits of an office without actually having one

Affordable

Balancing the day job whilst managing the admin side of a business can be difficult, often resulting in missed calls and mail which leads to potential loss of earnings and wasted time. The virtual office solves this challenge for less than the cost of a weekly takeaway.

Professional

Every business no matter how big or small needs to deliver a professional service. Our team of experienced virtual assistants work as an extension of your business, personally greeting your clients, handling your calls, appointments and mail and delivering a professional customer experience.

Secure

Ensure that your home address is kept private by utilising the Virtual Office registered business address. Not only does this provide a single address for all mail deliveries, but it can also be used on any formal company documentation and listings.



What makes us different

At Hexagon Virtual Office, we specialise in helping small businesses do brilliantly in today's modern workplace, where flexible and remote working have become the norm and technology is providing amazing opportunities.

For the last 10 years we've been providing flexible and scalable office solutions that can help every business achieve its ambition, whether that is with our Virtual Office or Business Centres.

Hexagon provide

- A clear and single price for our solution with no hidden extras so you can budget easily
- An experienced team that has a proven track record to delivering exceptional service
- Wide range of meeting facilities and offices should your business require physical workspace



Don't just take our word for it

RESPONSIBLE WEALTH

THE RECYCLER
Trade magazine for the tanner and metal remanufacturing industry – training waste work

123ICT Computing Solutions

AKOCA SEO

Ready to get started?

1. Email for a quote: info@hexagonbusinesscentres.co.uk
2. We'll send you the forms
3. Submit completed forms and ID – GO! GO! GO!

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