

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

Virtual Office Inquiry Form

Thank you for your inquiry for a virtual office service at Clarendon House. Services include phone and fax answering, weekly postal forwarding, message forwarding and 24 hour access to your postbox.

Option 1

Post collection service: €33.33 Monthly

24 hour post-box access

Option 2

Post forwarding service: Option 1 + €33.33 Monthly

24 hour post-box access

Weekly post forwarding

Call answering

Fax receiving

Message forwarding

We contact you whenever messages or oversized post arrives. We leave fax messages in with your post.

Should you have any queries please do not hesitate to contact us on the above number or on +353 (0)1 677 9699

Letting agent:

+353 (0)86 847 5007

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Virtual office Application Form

Please complete and fax to: +353 (0)1 677 9701

Or E-mail to: FrontDesk@ClarendonHouse.ie

Company Name:	_____
Company Number / PPS:	_____
Address:	_____

Contact Name:	_____
Contact Number:	_____
Contact e-mail address:	_____

Option 1 <input type="checkbox"/>	Option 2 <input type="checkbox"/>
€400 annually	€800 annually

Signature:

Check List:

1. Signed application form
2. Remittance
3. We will contact you to deliver keys and access codes
4. You have 24 hour access to your postbox
5. We will contact you whenever messages arrive

Remittance to:
Westcourt Management Services Ltd.
21 Wicklow St.
Dublin 2
Ireland
P: +353 (0)1 677 9699
F: +353 (0)1 677 9701

For online payments:
Ulster Bank
63 Ranelagh Rd.
Dublin 6
Ireland
Account Number: 15732416
Sort Code: 98-50-50