



7 Grigore Alexandrescu Street, Building H1, 2nd Floor, Room 11, Bucharest, Romania, 010621, T: (40-21) 232 7305, E-mail: office@gradeanu.ro



If you plan to do business in Romania, Gradeanu & Partners has the top quality virtual office in Bucharest / Romania, in a reputable business area near the Romanian Government.

## Bucharest Virtual Office

- ✧ Reputable professional business address to use as your own.
- ✧ A dedicated local phone number and receptionist to answer in your company name
- ✧ We'll forward your post by courier, or you can come and collect it
- ✧ Call answering and forwarding to your exact requirements
- ✧ Messages are forwarded to you by phone, email or online
- ✧ Automated after-hours answering service with a personalized message
- ✧ Local fax number
- ✧ Fully-furnished private office with high-speed internet access. Flexible use of the conference room when you need it.
- ✧ Our virtual office packages are customizable upon clients needs.
- ✧ Receptionist to greet clients and visitors

### Business Support



Photocopying & Printing 0.05 EUR per page

Scanning 0.10 EUR per page

Mail Service Incoming Mail sorted & delivered to your office Free  
Outgoing Mail franked and sent on your behalf 49 EUR per month

Meeting Room 4-6 persons  
Hourly rate per person 6 EUR  
Daily rate per person 28 EUR

#### Included services

- Flipchart
- Pens
- Notepads
- Telephone
- WiFi Internet Connection



7 Grigore Alexandrescu Street, Building H1, 2nd Floor, Room 11, Bucharest, Romania, 010621, T: (40-21) 232 7305, E-mail: office@gradeanu.ro

## IT & Telecommunications



### Telephone Package

A dedicated local phone number and receptionist to answer in your company name FREE  
24/7 voice mail service with your personal message FREE  
Call answering FREE  
Additional local numbers 3 month subscription 25 Eur  
12 month subscription 70 Eur  
Call forwarding to your exact requirements - price is calculated per minute  
Local FAX number FREE

### Hardware Package

Laptops 95 Eur / day  
20 Eur / Hour  
LCD Projectors  
Video conferencing

## Catering



Tea/Coffea/Water/Biscuits  
Orange juice  
Sandwiches and salad  
Your personally assistent (provided by the office) can order warm food on delivery

### **The following services are free of charge**

Taxi calling  
Car service scheduling for you or your visitors  
Hotel, restaurant booking  
Stationery, catering & courier orders  
Meeting room booking



7 Grigore Alexandrescu Street, Building H1, 2nd Floor, Room 11, Bucharest, Romania, 010621, T: (40-21) 232 7305, E-mail: office@gradeanu.ro

### Package 1

Set-up fee - 100 Eur - one time fee  
3 month rent - 250 Eur / month  
12 month rent - 220 Eur / month

#### Services included

Reputable professional business address to use as your own.  
A dedicated local phone number and receptionist to answer in your company name  
Administrative and secretarial support on demand  
3 hours conference room access / month

### Package 2

### Package 2

Set-up fee - 100 Eur - one time fee  
3 month rent - 180 Eur / month  
12 month rent - 150 Eur / month

#### Services included

Reputable professional business address to use as your own.  
A dedicated local phone number and call forwarding  
Administrative and secretarial support on demand  
1 hours conference room access / month

### Company formation Virtual office package

Set-up fee - 100 Eur - one time fee  
3 month rent - 290 Eur / month  
12 month rent - 260 Eur / month

#### Services included

Romanian Company Formation  
Reputable professional business address to use as your own.  
A dedicated local phone number and call forwarding  
Administrative and secretarial support on demand  
1 hours conference room access / month

### Company formation Standard package

3 month rent - 60 Eur / month  
6 month rent - 50 Eur / month  
9 month rent - 40 Eur / month  
12 month rent - 35 Eur / month

#### Services included

Reputable professional business address to use as your own.  
Services not-included  
Company formation - 400 Eur