

Show the world
where you're at!

We charge £40 +
VAT per month

mantle
**Business
Address**

6 reasons why our clients use a Mantle's Business Address service:

1. Security, **security**, security! Nobody wants their home address all over the web
2. And a home address **on a business card** looks a bit...unprofessional
3. You get to use our rather **brilliantly named addresses**– Innovation House
or Indigo House
4. We have the nicest, most **efficient staff**
5. We've been doing this **for years**
6. We charge **competitive rates** for an excellent service

These are the addresses you'll be using:

Innovation House,
Molly Millars Close,
Wokingham RG41 2RX

Indigo House,
Fishponds Road,
Wokingham RG41 2GY



How it works:

There is minimal set-up time for a business address–
it can be ready to go in less than 24 hours!

You can use the address all over your website, on business cards and really go wild spreading
the word about your new address.

We find most businesses these days do not receive a lot of physical post. But if you do, that's
fine too. You simply collect your post from our Business Centres (where we store post in secure
post boxes), or we can forward it to another address for you or scan it through to you, wherever
you may be. If you prefer, we can call you or email you to advise you when post arrives with us.

We charge from
£55 + VAT per
month

mantle
Telephone
Answering

**Who answers
your phone when
you can't?**

6 reasons why our clients use the Mantle's Telephone Answering service:

1. You don't want to **miss calls and lose business** because you were busy in a meeting- this really is number one!
2. Priorities, priorities! **We let you get on with your work** while we field the enquiries and the timewasters, so you don't have to
3. It's cunning, but your callers will assume **your company is big** enough to employ your own Receptionist
4. You're not just a number to us. Our Receptionists know what your company does- and they get all **enthusiastic** when you win a deal or get a great enquiry
5. We are **real people in a real office**- not a faceless and far-flung outsource company.

You're welcome to come and meet us in person

6. **We don't tie you** into eternal commitments or automatically renewable contracts



How it works:

We can set you up as soon as we have a number- just a day or two.

We provide you with a number you can advertise wherever you want, or your business can continue using your current number and divert it to the number we give you. There is plenty more we can do for you- just call us to ask more.

We answer calls in office hours Monday to Friday, between *8.30am* and *5pm*

Every company has different requirements. We answer calls the way you want us to.

Be more than
a number to the
person who does
your numbers

We charge from
£ + VAT per
hour (call us for
details)

mantle
Bookkeeping

6 reasons why our clients use the Mantle's Bookkeeping service:

1. We're **experienced** and competent—surely the most important thing
2. We're a **friendly helpful** team. While we're doing your numbers,
you're more than a number to us
3. You can use us for regular, ongoing work. But we're also here for occasional,
seasonal or ad hoc tasks. **Completely up to you!**
4. We genuinely **enjoy learning** about your company— what you do
and how you do it.
5. We may be a virtual service but we're **real people**, and you're welcome to come in
to meet us whenever you need to.
Some things are best done face-to-face
6. We're **not just bookkeepers**.
We can offer a whole range of virtual PA services,
along with telephone answering and a good
professional business address



How it works:

We meet you first (or speak on the phone if you'd prefer) to take full instructions.

We can cover most bookkeeping work. You'll be assigned one of our team to cover your work
and invoiced monthly.

There is no minimum number of hours and you are not tied into a lengthy contract. To discuss in
more detail, call us on 0118 9778599.

A sensible solution to a silly workload

We charge from
£ + VAT per
hour (call us for
details)

mantle
Personal
Assistant

6 reasons why our clients use the Mantle's PA Service:

1. We're the **extra pair of hands** you need when your workload gets too much
2. We've been helping our clients out for years with their PA work, so we've **seen every task imaginable**. Nothing scares us!
3. We are a lot **less expensive** (and less hassle) than having to hire your own employees. But we're so integrated into your team that we will feel like employees
4. You can use us for **regular, ongoing work**. But we're also here for occasional, seasonal or ad hoc tasks. Completely up to you!
5. We genuinely enjoy learning about **your company**- what you do and how you do it
6. We may be a virtual service but we're real people, and you're welcome to **come in to meet us** whenever you need to.

Some things are best done face-to-face



How it works:

As this is our most tailored virtual office service, we meet you first (or speak on the phone if you'd prefer) to take full instructions. We can cover most admin, bookkeeping and secretarial work, along with assisting you in diverse areas such as recruitment and preparing marketing materials. Just ask us, and the answer will probably be yes!

You'll be assigned one of our team to cover your work and invoiced monthly.

There is no minimum number of hours and you are not tied into a lengthy contract.

To discuss in more detail, call us on 0118 9778599.