

VIRTUAL OFFICE SERVICES

Features	Description	Virtual Office Packages				Shared Office
		Business Package USD 50+	Executive Package USD 80+	Premium Package USD 120+	Platinum Package USD 150+	USD 250+
Prestigious Business Address	Use JSO's address for your stationery & Business Registration	√	√	√	√	√
Daily Mail Handling	Mail and parcel received and signed for	√	√	√	√	√
Receptionist Service	Friendly staff greets your guests to give you a professional corporate image	√	√	√	√	√
Business Concierge Services	Utilize on-demand secretarial & IT services at special rates*	√	√	√	√	√
On-site Facilities	Access to offices, meeting rooms, and video conferencing facilities at special rates*	√	√	√	√	√
Dedicated Telephone Number	One dedicated local phone number provided	-	√	√	√	√
Personalized Call Answering	Incoming calls answered under your business name	-	√	√	√	√
Call Forwarding	Redirect your phone calls anywhere. Up to 10 numbers*	-	√	√	√	√
Incoming & Outgoing Faxes	Utilize JSO's fax for incoming and outgoing faxes*	-	√	√	√	√
Building Domicile Letter	Complimentary Building Domicile letter provided for Business Registration	-	-	√	√	√
Self Service Refreshment	Free flow self service coffee & tea	-	-	√	√	√
Meeting Room Usage	Complimentary meeting room usage for 1 to 4 persons*	-	-	2 Hours /Month	4 Hours /Month	6 Hours /Month
Virtual Office Lounge Usage	Access to workspace equipped with computer, telephone line, and internet connection*	-	-	60 Hours /Month	100 Hours /Month	-
Access to Work Station	24 Hours access to reserved workstation	-	-	-	-	√

** Additional charges apply*

Meeting Rooms		
Type	Hourly Charges	Daily Charges
Up to 4 persons	IDR 150,000	IDR 840,000
Up to 6 persons	IDR 198,000	IDR 1,108,800
Up to 8 persons	IDR 222,000	IDR 1,156,800
Up to 16 persons	IDR 252,000	IDR 1,422,000

Business Concierge Services		
Secretarial Services		IDR 38,400 / 15 mins
Outgoing Fax		IDR 7,200 / page
Photocopying		IDR 1,200 / A4 page
Scanning		IDR 6,000 / A4 page
Printing	Black & White	IDR 6,000 / A4 page
	Color	IDR 21,600 / A4 page



FOR FURTHER INFORMATION:
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