



## **Business Offices Support Services Limited offers:**

Dear customer,

In line with our commitment to you, and in striving to meet as many of your business needs as possible, we want to introduce to you our core products.

B.O.S.S. has a core package available at a fixed price for the duration of use.

### **The BOSS Virtual Package**

This product is designed to meet the needs of clients who need occasional use of office facilities (e.g. home workers, entrepreneurs based outside of Nigeria, etc).

#### **What you pay for:**

- ❖ Your Company's business address at a prestigious business location.
- ❖ Secure postal facilities Your mail received securely from all over the globe.
- ❖ Your mail collected, held or forwarded according to your instructions.
- ❖ Your own extension line installed exclusively for the sole use of your business and answered according to your instructions.

#### **What you get in addition:**

- ❖ Your company's high profile maintained by our professionals.
- ❖ Your messages forwarded according to instructions, i.e. fax, voice mail, email, short messaging service, etc.

Cost: NGN 95,000 per annum

Set up cost: NGN 25,000

TOTAL: NGN 120,000

#### **Other services available on a “pay-as-you-use” basis include:**

- |                                       |   |
|---------------------------------------|---|
| ❖ Telephone                           | ❖ Events management                     |
| ❖ Office supplies                     | ❖ Market research                       |
| ❖ Photocopy (colour, black and white) | ❖ Translation                           |
| ❖ Printing                            | ❖ Accounts                              |
| ❖ Binding                             | ❖ Filing                                |
| ❖ Scanning                            | ❖ Book keeping                          |
| ❖ Word processing /typing             | ❖ Auditing                              |
| ❖ Services of “Personal Assistant”    | ❖ Legal and financial advisory services |
| ❖ Business facilitation               | ❖ Presentations                         |
| ❖ Company registration                | ❖ Corporate identities and web designs  |
| ❖ Messenger services                  | ❖ Preparation of bid documents          |
| ❖ Promotions                          | ❖ Other requirements on request         |

Yours faithfully,

Mary Ojeikere  
(Manager)

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