



Services price list valid from 1.9.2007
Services are provided on working days from
9:00 to 17:00
Prices are without 19% VAT

Client center services:

Basic service

Establishment of company place of business, establishment of a correspondence address, receiving of mail and courier deliveries, sending of information via e-mail about received mail and visits.

Price: 600,- CZK / month

Payment: yearly

Standard service

Basic service + receiving of faxes up to 50 pages per month, receiving of telephone calls and recording of messages up to 50 per month, forwarding of mail and courier deliveries up to 4 forwards per month (postage paid by the client), rental of a meeting room for 2 hours per month free of charge.

Price: 900,- CZK / month

Payment: basic service for one year 7,200,- CZK + 300 CZK per month in quarterly payments

Operator service

Basic service + allocation of one telephone and one fax line, forwarding of telephone calls to up to 5 telephone numbers + voice mail service with the forwarding of messages and faxes to e-mail. The price of forwarded calls is paid by the client (see Virtual Call Center services for prices).

Price: 900,- CZK / month

Payment: basic service for one year 7,200,- CZK + 300 CZK per month

VIP service

Basic service + receiving of faxes up to 100 pages per month with forwarding to e-mail, allocation of own telephone and fax line, receiving of telephone calls and recording of messages up to 200 per month with forwarding to e-mail, possibility of forwarding calls with an operator, forwarding of mail up to 8 per month (postage paid by the client), rental of a meeting room for 4 hours per month free of charge.

Price: 1,200,- CZK / month

Payment: basic service for one year 7,200 CZK + 600 CZK per month (minimum of one quarter)

Virtual Call Center services

Establishment of a telephone / fax line with any area code in the ČR, forwarding of telephone calls + voice mail service with the forwarding of messages to e-mail. Returnable deposit for the coverage of the costs of forwarded calls – minimum of 500 CZK

Establishment of the line	190 CZK
PBX configuration	190 CZK
Call forwarding to mobile phones	3,99 CZK / min
Call forwarding to landlines	0,99 CZK / min

Conference room rentals

Maximum for 10 people (each started hour)	125,- CZK / hour
Maximum for 10 people (whole day)	540,- CZK / day
Lending of projection technology (each started hour)	450,- CZK / hour
Lending of projection technology (whole day)	840,- CZK / day
Refreshments	
Coffee	15,- CZK / cup
Tea	12,- CZK / cup
Mineral water	15,- CZK / bottle

Administrative services

Forwarding of mail above the limit of the service	90,- CZK / forwarding
Fax services – receiving above the limit of the service	2,- CZK / page
Fax services – sending	15,- CZK / page
Telephone services – receiving of calls above the limit of the service	10,- CZK / call
Delivering of messages via SMS	10,- CZK / message
Delivering of messages via telephone	30,- CZK / call
Secretarial services, errands	170,- CZK / hour
Marketing, promotion, preparation of correspondence including mass mailings	290,- CZK / hour
Creation of Internet pages, preparation of Internet advertising	290,- CZK / hour
Preparation and processing of contracts and documents for a legal representative	290,- CZK / hour
Preparation and processing of documents for a tax advisor	290,- CZK / hour
Deferral of tax obligations – representation by a tax advisor	2.000,- CZK / year

Representation at government offices

Representation based on power of attorney	390,- CZK / hour
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<p>B.I.B. spol. s r.o. Bořivojova 35, Prague 3, 130 00 IČ (I.D. no): 612 49 866, DIČ (Tax I.D. no): CZ61249866</p> <p>Tel: 2222 111 80 Fax: 2222 111 76</p>	<p>The company is registered in the Commercial Register at the Prague City Court, section C, enclosure 28947</p> <p>www.bibcenter.com info@bibcenter.com</p>
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