

Panama Virtual Office Solutions

We provide Premium Virtual Office Services in the heart of Panama City's Business and Financial District. Our Staff are polite and courteous and provide dedicated telephone answering during office hours (Monday-Friday 9am-5pm) in Spanish or English.

Premier Panama Virtual Office

- Physical street address in Panama City business district
- Courier receipt (we sign on your behalf)
- General mail receipt
- PO Box Address
- Up to Five Receiver Names permitted can be Business names and personal names as mail recipients
- Mail forwarding by secure email, normal email, mail and courier
- Dedicated Panama City phone number, which is answered directly from our office with a real person answering calls in English or Spanish
- Shared Panamá fax number
- Fax forwarding by email
- Minimum Deposit of \$200 required for Office Services (mailings, call answering, scans etc)

Set up Fee (including Telephone Line installation) \$100

Maintenance Fee: \$760 (per annum in advance)

Office Administrative Deposit (min): \$200

Basic Panama Virtual Office

- Physical street address in Panama City business district
- Courier receipt (we sign on your behalf)
- General mail receipt
- Business and personal name as mail recipient
- Mail forwarding by email, mail and courier
- Minimum Deposit of \$200 required for Office Services (mailings, call answering scans etc)

Cost \$250 (per annum in advance)

Office Administrative Deposit (min): \$200

General Mail

General Mail packages are sent out Twice per week on Mondays and Thursdays. All of your incoming mail from your account will be sent as one package, to reduce your mail forwarding costs. Specific requirements can be arranged upon request.

Couriers

Outgoing Courier Packages are sent out Twice per week on Mondays and Thursdays. We usually use DHL, UPS or Fedex. For incoming courier shipments, we can accept (small parcels up to 15kg) from all major courier companies. We will sign for the package (on your behalf) at our street address.

Office Admin Costs

Each time you use your office for mail, telephone etc. you will incur an office admin charge. These charges are taken off from your Office Admin Deposit on a weekly basis and emailed to you. If your Office Admin Deposit is getting very low, we will inform you in advance. Here is a list of the office admin costs you will be charged for, as you use them:

- Handling Fee for General Mail Forwarding: 3 USD per sending (not per item)
- Mail Scanning & Forwarding via Email: 0.25 USD per page
- Courier Signing Fee: 3 USD
- Handling Fee for Courier Forwarding: 6 USD per sending (not per item)
- Telephone Answering: 0.50 USD per minute
- Telephone Message Forwarding via email-Free
- Telephone Message SMS forwarding: 0.90 USD per message
- Fax Forwarding 1 (scanned and emailed) 0.20 USD per page
- Fax Forwarding 2 (faxed to another fax number) 1.50 USD per fax (up to 3 pages) Additional pages 0.25 USD per page

Additional Notes

Our Mail Forwarding services are for business correspondence only, meaning letters and documents up to 15 kg. If you require Freight Forwarding of larger parcels or shipments please contact our office in advance.

Please note that from the time of receiving payment, full services will normally be provided including installation of the dedicated phone line within 7-10 days. If however we experience further delays we will of course inform you. Your annual period of service does not commence until we have connected the line and set up your service. Also please do not send couriers shipments to the PO Box Address as they will be refused (send to street address instead).

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