



**WHERE  
YOUR  
BUSINESS  
JOURNEY  
BEGINS**







## ABOUT US

At vOffice, **we're dedicated to helping you establish your company in the Philippines with ease.** Our Virtual Office services provide your business with a professional and credible presence, trusted by many as the preferred choice for virtual office solutions.

We offer cost-effective services, including mail and parcel handling, call answering, meeting room access, and serviced office rentals in prime locations such as Bonifacio Global City, Mandaluyong, Rockwell, Makati, and Quezon City.



# OUR WORK



**45,000**

Serving businesses worldwide

**48**

Locations globally and still growing



**800,000**

Pieces of mails/parcels handled per month

**500,000**

Phone calls received and handled per month



With **over 15 years of experience**, vOffice supports businesses and professionals in the Philippines by offering essential office services that simplify operations. Our fixed-cost solutions provide reliable and efficient support tailored to your business needs.

# OUR VALUED CLIENTS







# COMPANY INCORPORATION

We have **helped over 3,000 local and foreign businesses set up their company here in Philippines.** We can handle everything you need to start your business in the Philippines. and we love to keep things simple. Transparent, Honest & Competent.



# PRICES

ADDON OFFER: ENJOY 15% OFF

**SOLE PROPRIETARY/  
SOLE TRADER**

PHP 68,880

**ONE PERSON  
COMPANY (OPC)**

PHP 77,970

**DOMESTIC  
CORPORATION**

PHP 83,150

**FOREIGN OWNED  
DOMESTIC  
CORPORATION**

PHP 162,655

The above listed price includes our professional fee, legal fees, gov't fees, notary fees, transport fee, local LGUs fees, stamp duty. No other fees applicable.

Price shown after 15% discount & includes VAT. Applicable when you sign up with a Virtual Office plan.





# VIRTUAL OFFICE

Our Virtual Office is not just a business address. **It is a whole suite of services to enable your business to run better and more efficiently.** Many of our client reported that they've reduce their office operations cost by at least 90% after they switch to Virtual Office.



# PLAN COMPARISON

	VIRTUAL OFFICE ADDRESS ONLY	VIRTUAL OFFICE + CALL ANSWERING	VIRTUAL OFFICE + CALL ANSWERING + FAX
Prestigious Business Address	✓	✓	✓
Receiving Mails & Parcels (With SMS or Email Notification)	✓	✓	✓
Elegant Reception Service	✓	✓	✓
<b>CALL HANDLING</b>			
Dedicated Local Telephone Number		✓	✓
Professional Call Answering (With SMS or Email Notification)		✓	✓
Receive Call Notification via SMS / Email		✓	✓
Call Screening & Transfer		✓	✓
Personalised Voicemail			
<b>FAX SERVICE</b>			
Dedicated Local Fax Number			✓
Instant Fax Forwarding to your Email			✓
<b>FACILITIES (USAGE/PASS PER MONTH)</b>			
Meeting Rooms Access to our worldwide location	1 Hour Local	5 Hours Local & Global	8 Hours Local & Global
Workspace Usage	3 Hours	15 Hours	30 Hours
Co-Working Day Pass	2 Days	2 Days	2 Days
<b>OTHER BENEFITS</b>			
Free International Call Transfer		✓	✓
Lowest Possible Rate	✓	✓	✓
Tax Filing	✓	✓	✓



# BONIFACIO GLOBAL CITY



**FORT LEGEND TOWER**



**ONE GLOBAL PLACE**

**VIRTUAL OFFICE  
ADDRESS ONLY**

**17,575**

6 MONTHS

**31,635**

12 MONTHS

**56,610**

24 MONTHS

**75,481**

36 MONTHS

**VIRTUAL OFFICE +  
CALL ANSWERING**

**35,853**

6 MONTHS

**64,535**

12 MONTHS

**115,483**

24 MONTHS

**153,978**

36 MONTHS

**VIRTUAL OFFICE + CALL  
ANSWERING + FAX**

**43,121**

6 MONTHS

**77,618**

12 MONTHS

**138,894**

24 MONTHS

**185,193**

36 MONTHS



# MAKATI



## 11 PASEO DE ROXAS

LEGAZPI VILLAGE



## PHINMA PLAZA

ROCKWELL CENTRE

**VIRTUAL OFFICE  
ADDRESS ONLY**

**17,575**

6 MONTHS

**31,635**

12 MONTHS

**56,610**

24 MONTHS

**75,481**

36 MONTHS

**VIRTUAL OFFICE +  
CALL ANSWERING**

**35,853**

6 MONTHS

**64,535**

12 MONTHS

**115,483**

24 MONTHS

**153,978**

36 MONTHS

**VIRTUAL OFFICE + CALL  
ANSWERING + FAX**

**43,121**

6 MONTHS

**77,618**

12 MONTHS

**138,894**

24 MONTHS

**185,193**

36 MONTHS



# MANDALUYONG



## SUN PLAZA

SHAW

### VIRTUAL OFFICE ADDRESS ONLY

**12,473**

6 MONTHS

**22,320**

12 MONTHS

**36,763**

24 MONTHS

### VIRTUAL OFFICE + CALL ANSWERING

**18,347**

6 MONTHS

**32,831**

12 MONTHS

**54,074**

24 MONTHS

### VIRTUAL OFFICE + CALL ANSWERING + FAX

**24,220**

6 MONTHS

**43,341**

12 MONTHS

**71,385**

24 MONTHS



# QUEZON CITY



## HOLIDAY SQUARE

WEST AVENUE



## FAIRVIEW

VIRTUAL OFFICE ADDRESS ONLY	VIRTUAL OFFICE + CALL ANSWERING	VIRTUAL OFFICE + CALL ANSWERING + FAX
12,473 6 MONTHS	18,347 6 MONTHS	24,220 6 MONTHS
22,320 12 MONTHS	32,831 12 MONTHS	43,341 12 MONTHS
36,763 24 MONTHS	54,074 24 MONTHS	71,385 24 MONTHS



# CEBU CITY



**IT PARK**



**MANDAUE**

**VIRTUAL OFFICE  
ADDRESS ONLY**

**12,473**  
6 MONTHS

**22,320**  
12 MONTHS

**36,763**  
24 MONTHS

**VIRTUAL OFFICE +  
CALL ANSWERING**

**18,347**  
6 MONTHS

**32,831**  
12 MONTHS

**54,074**  
24 MONTHS

**VIRTUAL OFFICE + CALL  
ANSWERING + FAX**

**24,220**  
6 MONTHS

**43,341**  
12 MONTHS

**71,385**  
24 MONTHS



# LAGUNA



## GA ALVAREZ BUILDING

SAN PEDRO



## TB BUILDING

CABUYAO

**VIRTUAL OFFICE  
ADDRESS ONLY**

**12,473**

6 MONTHS

**22,320**

12 MONTHS

**36,763**

24 MONTHS

**VIRTUAL OFFICE +  
CALL ANSWERING**

**18,347**

6 MONTHS

**32,831**

12 MONTHS

**54,074**

24 MONTHS

**VIRTUAL OFFICE + CALL  
ANSWERING + FAX**

**24,220**

6 MONTHS

**43,341**

12 MONTHS

**71,385**

24 MONTHS





# OTHER SERVICES

With vOffice, **you gain the tools and support to simplify operations and focus on growing your business.** We offer more than virtual offices and registration, including accounting and tax assistance, mail handling, meeting rooms, and serviced office rentals. Each service is designed to meet the needs of entrepreneurs and businesses at every stage.



**Bonifacio Global City | Makati | Mandaluyong | Laguna | Quezon City**



## PROPERTY TITLE TRANSFER

Within Metro Manila **P40,000**  
 Outside Metro Manila **P50,000**

To cover ordinary operating expenses, a deposit of ₱10,000 is required. At the project's completion, we will provide you with a detailed account of how these funds were used along with the Transfer Certificate of Title. Should the expenses exceed the deposit, we may need to bill you for the additional amount. However, if the entire deposit is not used, we will refund the balance.

Timeline: between 3 to 12 months



## VISA APPLICATION

**Basic P145,000**  
 Alien Employment Permit,  
 Pre-arranged Employee  
 Visa

**Comprehensive P165,000**  
 Provisional Work Permit,  
 Alien Employment Permit,  
 Pre-arranged Employee  
 Visa

Prices include professional fee, gov't fees and other out-of-pocket fees. Official Receipts from Government Agencies will be provided



**Bonifacio Global City | Makati | Mandaluyong | Laguna | Quezon City**

## EMPLOYER OF RECORD

Standard Package

**P10,000/mo**

Advanced Package

**P18,000/mo**

Enjoy peace of mind knowing that the staff we hire for you will receive regular employee benefits as they would in a locally registered company, reducing your compliance budget by up to 86%.



## BUSINESS MAINTENANCE

### ACCOUNTING & BOOKKEEPING

Non - VAT Sole Prop	VAT Sole Prop	Non - VAT Corporation	VAT Corporation
Dormant 0 transaction / mo <b>P2,250/mo</b>	Dormant 0 transaction / mo <b>P4,250/mo</b>	Dormant 0 transaction / mo <b>P4,000/mo</b>	Dormant 0 transaction / mo <b>P5,000/mo</b>
Active <b>P5,500/mo</b>	Active <b>P8,500/mo</b>	Active <b>P8,000/mo</b>	Active <b>P10,000/mo</b>

If the volume of transactions increases significantly, additional fees may apply to cover these extra services.



**Bonifacio Global City | Makati | Mandaluyong | Laguna | Quezon City**

## SPACE RENTAL

Serviced Office Rental  
(BGC, Makati, Mandaluyong) **Starts from P12,000/month**

Hot desk Rental **P1,400/Day Pass\***

Conference Room Rental **Starts from P1,344/hr\***

Meeting Room Rental **P1,008/hr\***

\*Enjoy cheaper rates for longer term.

## PROFESSIONAL SERVICES

Nominee Filipino Shareholder **P75,000**

Social Welfare Agency  
SSS, PHIL HEALTH,  
PAG-IBIG **P10,000**

Trademark Registration **P30,000**

Annual Financial Statement **P35,000**

BIR & LGU Registrations **P25,000**

Bank Opening Assistance **P10,000**

Business Permit Renewal **\*P6,000 P8,000**

\*Early Bird Discount: Available when you renew at least 30 days before your renewal date.





# WHY ONE PARTNER IS ALL YOU NEED

Benefits of choosing the same provider for your Virtual Office & Company Incorporation needs



**Hassle free coordination  
between parties.**

**Guaranteed accurate  
documents approved  
by LGU.**

**Seamless  
interdepartmental  
transaction that doesn't  
require your attention.**

**Guaranteed LGU  
minimum space  
requirement provided.**



# YOUR OFFICE IN YOUR HAND

New features on MyVirtualOffice

Read your Mails online

View your Call History and  
notes online

Secure storage for all your  
company crucial documents

Check and reserve  
meeting rooms online

Digital Membership  
ID Card



## ACCESS TO ALL VOFFICE CENTERS

As a member of vOffice, you can use your virtual office to incorporate your business with SEC or DTI in the Philippines and automatically gain access to all vOffice Business Centers in the Philippines, Indonesia, Malaysia and Thailand.



# GOT QUESTIONS? LET'S TALK



## WE'VE GOT THE ANSWERS AND THE SOLUTIONS.

Simply reach out to us and one of our Specialist will assist you!



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