

Add-on Services

Online Diary Management

€25 per + VAT per month

You have access to your own diary to view and update when required, this can be managed for you, by your own personal assistant. So, if you are out and about during the day, your diary can be updated and managed in your absence.

Dedicated Line – Fax Management

€20 + VAT per month

All faxes received via your own dedicated fax number are sent as a soft copy to your email address instantly.

This can be added to any service

Order Taking – Price on consultation

As each client is treated by Clonmell House as an individual business, their requirements are learned and understood by their personal assistants.

Answering of calls and taking messages will be handled by our PAs, and they will do this according to your requirements. Clonmell House also offers message handling services for customers, your messages can be forwarded on to you immediately or on an end of day basis by email, SMS text, pager or fax, depending on your needs.

Prestigious Irish Business Address

At Clonmell House we realise how important a first impression is for every company. This is why we offer a prestigious mailing addresses within Ireland for our clients.

The business address can be used on all company stationery; letterheads, business cards, web site and any other promotional material. This will enhance your corporate image and ensure you give that all-important professional first impression. Our professional and experienced team will sort and forward your post efficiently and proficiently ensuring that your mail is forwarded on to you as quickly as possible.

The cost of our business address service is €30 per month + VAT plus any forwarding charges incurred in delivering your mail.

Boardroom Rental

Seats 14 Maximum

Hi-Speed Broadband connectivity

Telephone Conferencing facilities

LCD Projector

Flipchart

Whiteboard

Tea & Coffee facilities

Cost €40 per hour

Call Patching

We can patch the most urgent calls through to your landline or mobile should you want us to using discretion in providing this service to minimise the cost to our clients. There is a monthly charge of €20 plus VAT. All patched calls will be recorded as a message and logged on your summary.

Personalised Voicemail

Your personal assistants will collect all messages first thing each morning and send them immediately via your chosen method to you or the specific team member. Information relayed is: Name of caller and business name if given, telephone number, message, time and date of message left.

Voicemail Only

If you do NOT require the services of our personal assistants to answer your calls but you simply want the use of your own VOICEMAIL system we can help. Clonmell House can provide you with a remote VOICEBOX on which you can:

- Record your own greeting
- Have callers leave you voice messages
- Retrieve those messages from anywhere in the world, day or night
- Be notified by email each time a caller leaves a message
- You will be given your own special telephone number for the voicebox as well as a PIN number to ensure only you are able to retrieve the messages and set the greeting. Your VOICEBOX will be available 24/7 and for 365 days a year

Out of Hours Calls

At Clonmell House we offer a specialised and effective approach to handling calls outside of office hours. We will manage your out-of-hours calls using personalised voicemail. We provide you with a unique telephone number so we can divert your existing business line to it whenever you are out or unavailable, ensuring that you never miss a call again.

Our clients can create their own out of hours message, giving the exact impression that they want. Our out of hours services can include retrieving messages 24 hours a day from anywhere in the world, as well as offering an automated answering service. As well as transferring calls and setting up automated recorded messages on your behalf if you so wish. Additionally, we can set up an alert to be delivered to your email account.

At Clonmell House we have everything covered so you can relax and concentrate your efforts into running your business.

Take a message/Holiday/Sickness Cover

- Only €40 + VAT per day
- Virtual office services are not always needed by companies full time. Sometimes a business may only need cover for a short period of time. Even if you only need cover for one day we can provide the full range of services. We realise that sometimes there can be unforeseen circumstances when businesses may need a short period of cover.

We can provide a professional PA to answer all your calls in your company name while you are away. We will log every message and provide you with a written report via Email or FAX when you return. The important thing is that we can provide you with peace of mind because while you are away, calls from customers or prospective customers will be professionally answered and their enquiries dealt with efficiently.

Meeting & Conferencing Rooms

Clonmell House Business Centre offers a wide selection of Conference / Meeting rooms which can be tailored to meet your specific needs. Providing a light airy working environment providing the latest up to date technology including interactive smart boards and video conferencing.

Within each room we are able to provide at no extra charge:-

- Flip Chart and Pens
- LCD Projector
- Multimedia Cabinet
- Video/DVD Player
- Overhead Projector
- Projection Screen
- Whiteboard
- Direct Dial Telephone

In addition we are able to provide a wide range of additional items to meet the specific needs of your conference/meeting.

Internet Access

Wireless and hardwired Internet access is available throughout the Centre.