

Suitable for person who intend to develop Shanghai market and companies based on HongKong or overseas, which will enhance your company image.

Selecting the Mainland Business Secretary Service can help you enter the large inland market by limited capital

<b>Service Packages</b>		<b>Monthly(RMB)</b>	<b>Quarterly(RMB)</b>	<b>Yearly(RMB)</b>
<b>A. Private Office Desk Service</b>		1500	4000	12000
1. Permit to use our Shanghai office address as private communication address 2. Office hour from 9:00 am - 18:00 pm 3. Free of charge for using internet, Miscellaneous fee and Self-service for complimentary tea				
<b>B. Letter Collection Service</b>		150	400	1500
1. Permit to use our Shanghai office address as private communication address 2. Inform you immediately after receiving letters, and post or send to you by E-mail after scanning. 3. The postage will be charged according to the Mainland actual fee. Each envelope costs RMB5.00				
<b>C. Mail, Small Parcel And Fax Receiving</b>		200	550	2000
1. Include package A 2. Inform you immediately after receiving fax, and post or send to you by E-mail after scanning. 3. Inform you at once on receiving mail or parcel or forward to your designated address. Parcel must be picked up on the date of receipt. The extra service fee RMB50 will be charged each time except the actual postage cost 4. The long-distance fax fee is charged according to the mainland actual cost.				
<b>D. Phone Answering Service</b>		250	700	2500
1. Independent phone extension number 2. Our professional secretary picks up the phone call for your designated company, takes the message and inform you at once by phone call or E-mail.				
<b>E. Phone Answering Service &amp; Fax Receiving</b>		300	850	3000
1. Include package D 2. Inform you at once and transfer or send E-mail to you after scanning. 3. The long-distance fax fee is charged according to the mainland actual cost.				
<b>F. Phone Answering Service &amp; Collection Letters</b>		350	1000	3500
1. Include package B & D				
<b>G. Excellent Business Package</b>		500	1300	5000
1. Include package B, C & D				
<b>H. Alternative Service</b>		50/Hour	180/Half day	300/Day
1. For save your precious time, our company personnel can assistant and substitute you to the relevant government departments to handle the related affairs. 2. In order to make you further understand Shanghai, our company personnel also can guide you to visit the places that you are interested in according to your requirement, deepening your understanding about investing in shanghai.				
<b>I. Share Services</b>				
Printing	conference room	Copy	Scan	Fax
RMB1.00/PCS	RMB150.00/HOUR	RMB0.50/PCS	RMB0.50/PCS	RMB1.00/PCS

**Note :**

1. Packages A restrict to registration of 2 persons only; One Month Rental fee + One month Deposit have to pay before start the service.
2. Packages B - G restrict to registration of 2 persons only; RMB50 for additional authorised person; Maximum 4 persons
3. One month service fee deposit should be paid on signing of the contract.
4. Deposit RMB500 should be paid if you need local or long-distance service. And it will be charge by actual cost.
5. Regarding to the package H, our company personnel only handle your indicated relevant business during working hours.  
The places where we will go are limited in the legal and normal occasions.
6. Mainland secretary service time is: 09:00am - 18:00pm, Mainland public vacation.