

Virtual Receptionist

The Director of First Impressions



Make a Great First Impression with a Virtual Receptionist

The virtual reception service is ideally suited to a business requiring a professional telephone answering solution where calls are transferred directly to the intended recipient. The service is designed to be used in place of in-house receptionists who handle inbound calls. It may be used as a permanent reception service that handles all incoming calls, or for overflow and temporary call diversions of the main business line.

Ideal as a Permanent Phone Answering Solution or as a Support Service During Those Busy Periods and Time Off



Australian Based

Our operators and call centre are located in Australia. You can rest assured we have the local knowledge to understand your business and provide an outstanding service.



100% Customised

The phone answering scripts used by the operators are fully customised to your business requirements. Our flexible options are designed to meet almost any business need.



Short or Long Term

Choose between a permanent service or a short-term answering solution for those busy periods or throughout the holiday season.

Customers create their first impressions of your business within the first 7 seconds of initial contact, with the majority of customers stating that tone of voice dramatically impacts their experience. Unlike a traditional voicemail service which is usually automated or impersonal, a virtual receptionist is a friendly and professional person who sounds like they are one of your own reception staff when they answer your calls.

Call Us on [1300 00 1300](tel:1300001300) or Enquire Online and Make Your Business Even More Outstanding

VIRTUAL RECEPTION

INFORMATION ABOUT THE PRICING

MONTHLY ACCESS FEE and CALL CHARGES

	LITE \$60 P/MTH	MID \$140 P/MTH	PRO \$250 P/MTH
Message SMS/Email	Included	Included	Included
Custom Greeting	Included	Included	Included
3 Custom Questions	Included	Included	Included
Access Fee	\$60	\$140	\$250
Included Calls	20	50	100
Additional Calls	\$3.00	\$2.80	\$2.50
Additional Transfers	\$1.90	\$1.90	\$1.90
Additional Questions	\$0.25	\$0.25	\$0.25
Additional Scripting	\$0.90	\$0.90	\$0.90
Additional SMS	\$0.20	\$0.20	\$0.20
Additional Email	FREE	FREE	FREE

Please Note: Call Fee Applies Even If the Caller Does Not Leave a Message

MINIMUM TERM and PLAN CHANGES

Minimum term is three (3) months. You can change your plan at any time and changes take effect from the commencement of the following billing period.

SET UP FEE

Service: \$20 including two (2) team members. Extra team members: \$10 each or custom quote for more than 10 team members.

ADDITIONAL CHARGES

Additional charges may apply for some setups and changes to answering instructions. Please contact our Customer Care Team on 1300 00 1300 for more information.

CANCELLATIONS

The service can be cancelled at any time after the minimum term. A full monthly access fee applies to the calendar month in which the service is being cancelled.

OTHER INFORMATION

CONNECTION TIMEFRAMES

Upon receiving and accepting the Service Application Form, Business1300 will commence the connection process. Connection timeframes may vary upon the type of connection required. We will inform you of the approximate connection timeframe at the time of receiving the Service Application Form.

FULL TERMS

Information and pricing is correct at the time of publication and is subject to change. All pricing is **exclusive of GST**. This information is a summary only. For full details of the Customer Terms and Company Policies, please visit business1300.com.au/policies-legal

BILLING

Business1300 will bill you in advance for the monthly access fee and in arrears for the call charges. Any included calls will be calculated according to the portion of the month they relate to. Our billing cycle ends at the end of a calendar month and your first bill will include the part of the month when the service was activated as well as the monthly access fee in advance for the following month. Business1300's standard method for bill delivery is email. Paper billing is available for a monthly fee of \$5. To opt in to paper billing, please contact our Customer Care Team on 1300 00 1300.

PAYMENT METHOD

Business 1300 accepts payment by Direct Debit from a bank account or a credit card. Other payment terms are available by prior arrangement only.

CONTACT US

Business 1300 is committed to excellence in customer service and advice to its customers. If you have any questions regarding the service please contact our Customer Care Team on 1300 00 1300 or visit business1300.com.au/contact-us

Call Us on 1300 00 1300 or Enquire Online and Make Your Business Even More Outstanding