



VIRTUAL OFFICE SERVICES



VIRTUAL OFFICE AND ADDRESS

Use our prestigious central Norwich address as your registered business address and avoid the overheads associated with occupying premises. You will be able to use your registered business address on all company communications and marketing collateral giving a professional impression.

We also offer a secure and reliable mail handling and collection service. We are also able to accommodate deliveries during working hours.

ADMINISTRATION ASSISTANCE

Our experienced administrators are able to offer professional administration support with a reliable, efficient approach. Services available include typing from dictation, document management, letter writing, research, data entry, filing and paperwork processing.

BOOKKEEPING

Our professional bookkeepers are friendly, approachable and experienced in working with all sizes of businesses and most accounting softwares. Our bookkeeping team can offer assistance with a variety of business and accounting services including; account monitoring, reconciliation, comprehensive reporting with KPIs, VAT returns and more.



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PAYMENT

Flexible, rolling one month contracts are available.

Please enquire at reception, call **01603 971265** or email enquiries@theunionbuilding.co.uk for up to date pricing information and terms.

DESCRIPTION

A former Aviva Office built in the early 1970's, The Union Building has been redeveloped into a landmark destination for business, offering immaculately refurbished office and studio space within the imposing 70,000 sq. ft property. The Union Building boasts a stylish urban fit out, embracing the period of the building whilst providing functional, professional and flexible space to meet modern day business needs. With panoramic views over the Norwich skyline and only moments away from excellent transport links, The Union Building offers a prime central Norwich location.

DIRECTIONS

By Car- The Union Building is easily accessible via the A147.

By Train- The Union Building is a 5 minute walk from Norwich Railway Station.

By Bus- The Union Building is a 10 minute walk from Norwich Bus Station.

