



SIGMA VIRTUAL OFFICE

Help your start-up or small business back to **Business Equilibrium** in 2022:

Sign-up for Sigma Virtual Office 

- ✔ Significantly reduce monthly operating costs
- ✔ Get rid of your office rent and overheads
- ✔ Graduate and pivot to virtual operations- anywhere anytime
- ✔ Strengthen your business with business support
- ✔ Only 1 toolbox for your business

Sigma Virtual Office gives you all these services for your company or start-up business in one monthly fee:

FINANCIAL

- Payroll processing for staff
- Monthly management accounts (*)
- Opensource accounting software
- Assistance with E-filing and IRP recons
- CIPC assistance (*)
- Finance templates

ICT

- 1 Terabyte of online storage - Microsoft OneDrive
- Access to open-source software
- Virtual/remote ICT support (*)
- Monthly data (*)

OPERATIONS

- Business diagnostic with growth plan on start
- Virtual business support
- Virtual office reception service
- Own business strategy roadmap (*)

MARKETING

- 5 Page website
- Website hosting
- 50 email addresses
- Electronic profile
- Logo
- Email signature
- Business linkages

HUMAN RESOURCE

- Linkages to online training
- Business webinars
- HR templates

VALUE ADDED SERVICES (ADDITIONAL COSTS)

- Social media support
- Desktop layout for marketing material
- Event planning & admin
- Co-working space
- Office automation: scanning or Printing
- Courier & driver service
- Meeting /training room hire
- Proof reading
- Project management
- Business coaching

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- (*) Only on enhanced option
 - Terms and conditions apply
 - Customised packages for large businesses on request
 - Group discount offered for 10 or more bookings
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Get the above one stop business services & support by signing up:

Sigma Essentials
(R2 999 p.m. incl VAT)

Sigma Enhanced
(R4 999 p.m. incl VAT)

YOUR VIRTUAL OFFICE BUSINESS SUPPORT EXPERIENCE

