

FRENCH OFFICE TARIFFS

Mails services

All tariffs are in € VAT included

Options available for the mail services



Mail reception and mail management

Reception of a certified or registered letter	With a power of attorney, we are able to receive certified/ registered mail	Free option
Reception of mail delivered by express courier	Mail from any carrier can be delivered from 9am to 6 pm every working day	Free option
Advertising removal	We can remove and discard advertising, free magazines when easily discernible	Free option
Scanning on demand	Digitalization of inbound mail or in addition to the current scan for the letters containing more than 6 pages	€0.75 a page and €1 invoiced as the minimum
Envelope scanning	Scanning of the envelope when not included in your plan	€0.85 per env. recto & verso
Cloud Computing Activation	Activation of the cloud computing service between your French Office account and your personal cloud	€15 the activation
Letter capturing	Interception of a letter according to your criteria during the reception process	€8 the capture
Parcel reception	Standard Parcel reception if you don't have Parcel membership. See also our dedicated rates for packages management.	€7 a parcel
Business Mail	Standard business mail	Free option
Business Mail with registered address	We provide you a contract that is valid to register a legal branch in France	Option €5 to €15 a month

Secretarial services

Invoices payment	We can pay your invoices (VAT, importation, etc) if you have sufficient funds on your account	€7 by invoice & 2% of the invoice total (*)
Cheque deposit	We can deposit your cheque safely and securely into any bank you choose	€4 a cheque & €2.75 the next cheque (*)
TIP automatic payment	TIP sending for invoice payment	€4 a TIP (*)
Fax emission or reception	Fax management is possible via your web interface. You can also subscribe to a Fax plan - see phone services)	€4 a fax
Mail searching	You would like us to search for a specific letter in your mailbox	€4 by letter
Stamp with signature for cheque deposit	We can make a personal stamp with name, signature, account number	€49 a stamp
Secretary on-demand	Typing, phoning, other	€45 an hour

(*) postage not included

Account management

Personal web interface	A safe and personal web access enables to track all operations done, order new tasks and check out your balance	Free option
Mobile application	A smartphone application can be downloaded from our web site	Free option
Email alerts	Regular & adaptable Email Notifications	Free option
Text alerts	Status provided by sms Or alert sent by sms for special request	€2 a month €0,2 by request
Voicemail system	Account access via voicemail system	Free option
Account reactivation	Reactivation of a suspended account	Free option

Mail shipment

Regular shipment preparation	The regular shipment preparation is done with the French post services, with or without tracking, destination could be Europe or all the world. You can set-up your shipments on line	Check out the preparations included in your plan (*)
Additional shipment preparation	Additional shipment preparation (on request or automatic)	€4 a shipment prepa. (*)
Daily or weekly shipment	You can forward your mail daily or weekly - it's a monthly option to add to your mail plan	€10 if weekly €30 if daily (*)
Safe or express shipment	Certified shipment or express and secured shipment with ColiPoste/ Colissimo/ ChronoPost/ DHL/ FEDEX/ or other carrier	€4 to add on the shipment (*)
Shipment cancellation	Cancellation of an already prepared shipment	€4/canceled shipment
Mail printing and shipment	We print your document from your PDF file and we send it from France, the mail can also contain some papers stored in your French Office mailbox	€4 a print (6 pages) + 1 shipment prepa. (*)
Mail forwarding	Your envelope is ready and we send it	€2 envelope
Package preparation	We can group all your letters in a cardboard box before the shipment	€4 /shipment + box (*)
Proforma invoice	The proforma invoice is automatically edited for all shipments outside EU	Free option
Mail collection	You can come yourself or send a representative to collect your post	1 shipment preparation
Manual Cloud	Manual forwarding of your mail into your personal cloud	Free option
Automatic Cloud	Automatic forwarding of your mail into your personal cloud, possible only if you have a monthly plan	€5 a month

(*) postage to add

Shipment preparation and Postage

Shipment preparation recover the picking in your mailbox, the selection of the letters, the supplying of the envelope and the transfer to the forwarder.

Postage is not included. Postage and shipment rates depend on weight, destination, insurance, carrier, method of shipment. They are viewable in an online calculator on www.french-office.com.

These rates are regularly updated with the carriers' information.

Additional volume

Each membership includes a maximum of mail received each month : envelopes, magazines, postcards, leaflets. Above this limitation, the mail arriving is charged according to the following prices :

Mail Plan	Basic Plan	Standard Plan	Premium Plan
Vol Maxi	60	60	50
Tarif supp	€0.6 by mail	€0.8 by mail	€1.1 by mail

Cancellation

In the end of the agreement, the deposit remaining on your account can only be refunded by a cheque in Euros, once deducted the refund service.

Refund service	€9,50
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See also our tariffs for parcels and phone services in France



Solutions for mail, parcels and calls in France

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More about our services : sur www.french-office.com

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