

## Incoming mail PostInBox

- ✓ Receipt of your postal mail and digitization
- ✓ Incoming mail notification to you by e-mail
- ✓ You decide by click:
  - ⇒ Scanning with immediate retrieval option
  - ⇒ Physical delivery immediately or with next shipment
- ✓ Distribution to others on request, e.g.
  - ⇒ Employees in home office, field service, branches, etc.
- ✓ Digital retrieval worldwide
- ✓ Access also to circulating mail
- ✓ High-security encryption
- ✓ Legally compliant archiving (GobD)
  - ⇒ optional

## Outgoing Mail PostOutBox

Simply create a postal item as a file and upload it!

### Done! We do the rest!

- ✓ Print
- ✓ Folding
- ✓ Enveloping
- ✓ Franking
- ✓ Submit to the post office for dispatch
- ✓ Also registered mail, invoices and dialog mail!



## Prices Digital Mailbox & Services

Business address location	Germany	Europe	Worldwide
<b>PostInbox*</b>			
Letter acceptance incl. digitalization in the mailbox/piece	1,00 €	1,00 €	1,50 €
Acceptance of small parcels and packages up to 31.5 kg up to 120 x 60 x 60 cm, incl. digital recording in mailbox/piece	3,00 €	3,00 €	3,00 €
E-mail notification on receipt of mail or parcels just in time	inclusive	inclusive	inclusive
Storage of letters per day/piece	0,25 €	0,25 €	0,25 €
Storage of small parcels & packages up to 120 x 60 x 60 cm per day/piece	3,00 €	3,00 €	3,00 €
Scanning per process up to 4 pages	1,25 €	1,25 €	1,25 €
Scanning per additional page	0,65 €	0,65 €	0,65 €
Scanning envelope (front)	1,25 €	1,25 €	1,25 €
Mail forwarding - individual dispatch + 20 % on postal fee	3,00 €	3,00 €	3,00 €
Mail forwarding - collective shipment + 20 % on postal fee	4,00 €	4,00 €	4,00 €
Package and parcel forwarding + 20 % on postal fee (single shipment only)	6,00 €	6,00 €	6,00 €
Outgoing customs declaration (value >500,00 EUR)	75,00 €	On request	On request
Outgoing customs declaration (value <500,00 EUR)	25,00 €	On request	On request
Pick Up: Collection of postal items (letter & parcel)	4,00 €	On request	On request

## PostOutbox

**Provision 9,95 € mtl.**

Sending letters after digital upload **incl. postage and material costs** such as envelopes etc. (depending on quantity, shipping and printing method). **For details see individual prices on the following page.**

ab	ab	ab
1,17 €	1,17 €	1,17 €

Services in the secretary's office (if requested) e.g. proofreading or preparing document according to specifications/dictation, 5 minutes each

3,00 €	3,00 €	3,00 €
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Special shipping method e.g. registered mail etc.

Typical for the country Fees + 20%	Typical for the country Fees + 20%	Typical for the country Fees + 20%
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\*plus provision €24.95 per month in Berlin (Charlottenburg, Kurfürstendamm, Treptow), Düsseldorf, Hamburg (Hanseviertel, Eppendorf), Hanover, Cologne (Altstadt, Neustadt), Oldenburg, Stuttgart

# PostOutBox

Provision 9,95 € mtl.



Benefit packages		Standard 0 € monthly* 0 Briefe inclusive				Basic 13 € monthly* up to 10 letters included				Business 25 € monthly* up to 20 letters included				Pro 33 € monthly* up to 30 letters included			
National (GER)	Sheet incl.	BW Simplex	BW Duplex	Color Simplex	Color Duplex	BW Simplex	BW Duplex	Color Simplex	Color Duplex	BW Simplex	BW Duplex	Color Simplex	Color Duplex	BW Simplex	BW Duplex	Color Simplex	Color Duplex
Standard letter	1	1,47 €	1,49 €	1,50 €	1,55 €	1,42 €	1,44 €	1,45 €	1,49 €	1,36 €	1,38 €	1,39 €	1,44 €	1,20 €	1,22 €	1,22 €	1,26 €
Compact letter	4	1,88 €	1,98 €	2,01 €	2,21 €	1,81 €	1,90 €	1,94 €	2,13 €	1,74 €	1,83 €	1,86 €	2,05 €	1,53 €	1,61 €	1,64 €	1,80 €
Large letter	10	2,80 €	3,04 €	3,12 €	3,63 €	2,70 €	2,93 €	3,01 €	3,50 €	2,60 €	2,82 €	2,89 €	3,36 €	2,28 €	2,48 €	2,54 €	2,96 €
Maxi letter	20	4,65 €	5,12 €	5,28 €	6,30 €	4,48 €	4,93 €	5,09 €	6,06 €	4,30 €	4,74 €	4,89 €	5,83 €	3,79 €	4,17 €	4,30 €	5,13 €
Each additional sheet		0,13 €	0,16 €	0,18 €	0,24 €	0,13 €	0,16 €	0,17 €	0,23 €	0,12 €	0,15 €	0,17 €	0,22 €	0,11 €	0,13 €	0,15 €	0,20 €
<b>Handling fee for additional services (registered mail, prio mail, etc.) **</b>																	
Standard letter		1,43 €				1,38 €				1,32 €				1,17 €			
Compact letter		1,43 €				1,38 €				1,32 €				1,17 €			
Large letter		2,54 €				2,45 €				2,35 €				2,07 €			
Maxi letter		2,54 €				2,45 €				2,35 €				2,07 €			
<b>International shipments</b>																	
Standard letter		2,07 €				1,99 €				1,91 €				1,68 €			
Compact letter		3,18 €				3,06 €				2,94 €				2,59 €			
Large letter		6,83 €				6,58 €				6,32 €				5,57 €			
Maxi letter		12,55 €				12,08 €				11,62 €				10,22 €			
Each additional sheet		0,24 €				0,23 €				0,22 €				0,19 €			

The prices quoted per letter already include all ancillary costs such as postage, envelope, paper, printing costs, working time for franking and enveloping, etc.

\*plus provision of € 9.95 per month

\*\*plus postage for registered mail, Prio items, etc. (the currently valid prices of DPAG will be charged)

The contract period is 12 months with renewal for the same period if not cancelled 3 months before expiry.

## Prices reachability service - telephone secretariat - phone numbers

Telephone secretariat in- and outbound	Basic	Standard	Business	Premium
Availability of telephone secretary's office on weekdays (core hours)	Mon-Fri: 7:00 till 19:00	Mon-Fri: 7:00 till 19:00	Mon-Fri: 7:00 till 19:00	Mon-Fri: 7:00 till 19:00
<b>Basic fee per month</b>	<b>9,90 €</b>	<b>19,90 €</b>	<b>49,90 €</b>	<b>99,00 €</b>
Number of employee secretariats incl. Availability telephone secretary 24/7 plus mtl.	1 No offer	1 19,90 €	2 19,90 €	4 19,90 €
Additional employee secretary monthly per	7,50 €	7,50 €	5 €	5 €
Call acceptance and processing minute per	0,99 €	0,74 €	0,54 €	0,49 €
Phone calls outside core time, additional/minute	0,25 €	0,25 €	0,25 €	0,25 €
Calls/transfers per min, Local/mobile network DE	0,08 € / 0,29 €	0,08 € / 0,29 €	0,08 € / 0,29 €	0,08 € / 0,29 €
Call flat rate outbound incl. 3 call attempts from	19,90 €	19,90 €	19,90 €	19,90 €
Flat rate fax reception monthly	4,50 €	4,50 €	4,50 €	4,50 €

Phone numbers Germany (outside Germany on request)	Location-independent
<b>AUXILIUMNUMBER Basic</b> = 1 Local network number	mtl. 22,50 €
<b>AUXILIUMNUMBER Business</b> = Block of 10 local telephone numbers per month with 3 activated numbers (switchboard, direct dialing, fax to mail, and mail to fax)	mtl. 29,50 €
Per additional activated number	5,00 €

Set-up costs per telephone secretary € 69, per block of 10 telephone numbers and per device € 29.00 one-time. Deposit: 2 gross monthly fees.

Other services	Basic rate-independent			
Notification by SMS per 160 characters	0,20 €	0,20 €	0,20 €	0,20 €
Send phone notification by e-mail	Free	Free	Free	Free
Forwarding of a call (front office function)	Free	Free	Free	Free
Making an appointment	Free	Free	Free	Free
Acceptance of bookings	Free	Free	Free	Free
Interviews, desired questions according to your specifications	Free	Free	Free	Free
Call tracking incl. documentation (e.g. for advertising measures) incl. 1 call number <sup>1</sup>	mtl. from 58,90 €	58,90 €	58,90 €	58,90 €
Undercover calls/emails to obtain information from your company or your competitors - outbound <sup>1</sup>		<ul style="list-style-type: none"> <li>♦ Billing according to time and effort like accessibility service (see above)</li> <li>♦ Plus scripting: question and behavior definition</li> </ul>		

<sup>1</sup> plus setup fee 98 €

All prices are exclusive of 19% VAT. Our general terms and conditions apply. All services are directed only to commercial or freelance professionals.

## Best reachability for your company

- We answer the phone for you
- Greeting your callers on behalf of your company
- Reachability without waiting on hold
- Definition of the data of your callers to be recorded
- Transferring callers to employees and departments
- Just-in-time call notification by e-mail
- Scope for individual instructions on how to conduct the conversation, such as
  - ✓ Appointments
  - ✓ Booking acceptance and entries



**Do you have any questions? Give us a call.**

**Together with you we will find**

**your optimal package**

**+49 421 95910 777**

Assistance | Secretariat | Sales & Marketing | (Web) - Design - Webinar Creation

## This is how:

1. Book our trial package for your office assistance
2. Test our service
  - We charge in 15 min. time units (15 minute intervals)
  - This allows you to use us for small orders
3. If it suits you, simply book another package.  
Ideally one that covers your annual requirements.

This is the cheapest way for you!

Your contact person



Sarah Kirchner  
Secretariat management  
[Info@ab-center-bremen.de](mailto:Info@ab-center-bremen.de)  
Tel.: 0421-95910 100

## Benefit packages

★★★ 5h ★★★  
Trial package for new customers

**19,90 €**

per hour - package price 99,50 €

**BOOK NOW**

10h  
Hour package

**24,90 €**

per hour - package price 249 €

**BOOK NOW**

25h  
Hour package

**23,65 €**

per hour - package price 591,25 €

**BOOK NOW**

SAVE 5%!

50h  
Hour package

**22,40 €**

per hour - package price 1.120 €

**BOOK NOW**

SAVE 10%!

100h  
Hour package

**21,15 €**

per hour - package price 2.115 €

**BOOK NOW**

SAVE 15%!

300h  
Hour package

**19,90 €**

per hour - package price 5.970 €

**BOOK NOW**

SAVE 20%!

Simply call up your demand within 24 months from the date of purchase. This works easily and conveniently by e-mail. You always have an overview of your "account balance". And if the account balance runs low, simply buy a new contingent!

### Notes on invoicing:

- |  |                            |
|--|----------------------------|
| • Assistance (e.g. research, surveys, data entry, dictation) | 1,0-times the basic tariff |
| • Classic secretarial work                                   | 1,5-times the basic tariff |
| • Online-Marketing & Design                                  | 2,2-times the basic tariff |
| • Sales from   | 2,5-times the basic tariff |