

# Price list for c/o business address

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## c/o business address (legal domicile/registered address) in Baar, canton Zug or Herisau, canton Appenzell Ausserrhoden

CHF **1'490.00** per year

- Address for business purposes ✓
- Your company, c/o LAUNCHOFFICE GmbH, Rathausstrasse 14, 6340 Baar
- Commercial registry entry (legal domicile/registered address) ✓
- Incoming post and parcel ✓
- Postal forwarding once weekly including postage within CH/EU/EEA ✓
- Labelling at main entry (optional, Baar ZG only) ✓

CHF **149.00** one-time fee

## Post- and parcel service fees

### General:

- Acceptance of registered mail/court documents and immediate forwarding as registered mail, handling ✓
- Acceptance of debt collection documents and immediate forwarding as registered mail, handling ✓
- Acceptance of parcel and immediate forwarding, handling ✓
- B/W print-out and shipment including postage within CH/EU/EEA ✓
- Colour print-out and shipment including postage within CH/EU/EEA ✓

CHF **5.00** plus postage

CHF **45.00** plus postage

CHF **10.00** plus postage  
CHF **1.50** per DIN A4 page  
CHF **1.80** per DIN A4 page

### For different post handling:

- Daily post forwarding including postage within CH/EU/EEA ✓
- Opening and faxing mailings ✓
- Opening and emailing mailings ✓
- Retaining mailings ✓
- Courier shipment, handling ✓

CHF **60.00** per month  
CHF **3.00** per DIN A4 page  
CHF **2.00** per DIN A4 page  
**free of charge**  
CHF **10.00** plus postage

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## Additional offerings

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### Local telephone- and fax number

CHF 50.00 per month

Personal local telephone and fax number with **forwarding** ✓  
(subject to connection fees according to expenditures)

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### Personal telephone service with answering service using your company name

CHF 150.00 per month

Answering service using your company name in Swiss-German (dialect), German ✓  
and English ✓  
Continuous answering service Monday to Friday from 8:00 am - 6:00 pm ✓  
Base fee includes 20 calls - regardless of the call duration ✓  
Personal voice mailbox for calls outside answering service hours ✓  
Connecting/transferring calls ✓  
Immediate transmission of informative memos via email and/or SMS ✓

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### Service fees for telephone service

CHF 2.50 per call

Each additional call - regardless of call duration ✓

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### Secretarial duties

CHF 6.50 per 5 minutes

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### Conference room up to 8 persons (Baar ZG)

1 hour ✓  
1/2 day (2-5 hours) ✓  
1 day (6-10 hours) ✓

CHF 50.00  
CHF 150.00  
CHF 250.00

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## Additional offerings

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### Formations and modifications of bylaws

Formation of GmbH and AG cash contribution ✓	CHF <b>1'490.00</b>
Formation of GmbH and AG contribution in kind/conversion ✓	CHF <b>1'990.00</b>
Change of registered office ✓	CHF <b>1'200.00</b>

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### Conditions for c/o business address

- NO** set-up fee
- NO** depot service
- NO** minimum contract term
- NO** period of notice

Payment terms: always 1 year in advance (prorated refund if cancelled early), invoice 10 days net (subject to credit check)