



sterling
serviced office group



Virtual Offices in Sofia, Istanbul & Worldwide



Executive Offices & Suites



Virtual Offices

Videoconferencing

Meeting Rooms

Business Services

Flexible and cost-efficient

If you're a start-up business, an established company investigating a new market, or an international organisation looking for a Sofia or Istanbul base, a virtual office at Sterling is the ideal, low cost starter solution. It has all the benefits of a serviced office, just without the space. It's a prestigious business address with a full range of business support services, so your corporate presence is felt even if you are not there.

We'll forward your mail and faxes to where ever you happen to be in the world, and assign operators to answer your dedicated telephone on your behalf, in your company name, and handle your business tasks. More professional than working from a hotel room or lobby when you are visiting, you'll have access to meeting rooms, videoconferencing, broadband internet, day office, hot desks and our business services. When you are ready, you can upgrade to a serviced office - your business address and contact details remain the same.

Global coverage

As part of the ABCN global network of serviced offices operators, we can offer Virtual Offices in over 600 locations worldwide. Contact us for wherever you need a Virtual Office.

Meeting and Videoconferencing

Sterling has a range of beautifully furnished and equipped meeting rooms for 4 to 14 delegates. With high-speed internet, state-of-the-art audio-visual and videoconferencing equipment, as well as varied breakfast, lunch or snack menus, holding your meeting at Sterling will impress your clients.

Our Client Services Associates are always on stand by to ensure that your meetings run according to plan, greeting your guests and fulfilling any last minute requests. Everything you need is available to make your meeting productive and successful.

Sterling Silver Rewards

Sterling clients deserve to experience the very best, both in business and in pleasure. We've created the exclusive Silver Rewards programme, free for all our office and virtual office clients so you can benefit from the discounts and special offers arranged with our partners.

These benefits include discounts at restaurants, shops, hotels, travel agents, car hire and many other services.



Virtual Office Plans

Our standard virtual office packages are available for a set monthly fee. Additional services are charged on a pay as you go basis, keeping your costs controlled and to a minimum.

Contact us for pricing details, easy payment by credit card or bank transfer.

	Plan A - Business Address	Plan B - Business Telephone	Plan A plus B - Business Address & Telephone	Plan C - Business Address, Telephone & Meeting	Plan D - Office Base	Plan E - Tailor Made
Business address	●		●	●	●	Designed to meet your precise specifications
Mail service	●		●	●	●	
Reception service	●		●	●	●	
Dedicated telephone line		●	●	●	●	
Telephone answering		●	●	●	●	
Message taking and forwarding		●	●	●	●	
Voice mail		●	●	●	●	
Fax number		●	●	●	●	
Meeting room - 6 person, 3 hours/month				●	●	
Café - complementary self-serve tea, coffee, water				●	●	
Hot Desk or workstation - 20 hours/month					●	
Broadband Internet - 20 hours/month					●	

Additional Services include -

- Registered business address
- Day office hire
- Meeting rooms - 4/6/8/12/14 person
- Videoconferencing
- Hotel, flight and other travel booking
- Secretarial and business support
- IT support
- Laptop hire
- Translation and interpretation
- Courier services
- Colour and black & white printing and copying
- Document scanning
- Document binding
- Business catering



Prestigious business addresses

Sterling Office Istanbul

Sterling at The Astoria is centrally located in Esentepe on Büyükdere Caddesi, the heart of Istanbul's modern business district - the perfect place for business and meetings. Sterling has easy access to all parts of Istanbul and the Levent, Maslak and Etiler business districts.

It is next to the O-1 highway linking Europe with Asia and Atatürk International Airport can be reached in 30 minutes by car. The Gayrettepe Metro and Metro Bus stations are 200 metres away.

The Astoria consists of a 100 store shopping mall, supermarket, health and fitness spa, restaurants, cinema, and parking. Nearby hotels include the Kempinski, Hilton, Swissotel, Divan, Ritz Carlton, Radisson, Four Seasons, Movenpick, Conrad, W Hotel, Hyatt Regency and Inter Continental.

Contact - Sterling Office Istanbul

The Astoria, Tower A

Büyükdere Cad. No.127

34394 Esentepe, Istanbul

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F: +90 (0)212 340 7601

E: istanbul@sterlingoffice.com

Sterling Office Sofia

Sterling at 2a Saborna Street is at the centre of everything - commercial, political and cultural. This classic 1929 property is located on the famous 'Yellow Pavement', right next to The Presidency and opposite the Bulgarian National Bank, in the heart of the city and business district.

It's within minutes walk of the 5 Star Sheraton, Radisson and Grand hotels, international banks, British, Italian and Austrian Embassies, government organisations and the main retail street of Vitosha Boulevard.

Sofia International Airport is a 20 minute drive and the area is served by buses, trams and the Metro.

Contact - Sterling Office Sofia

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1000 Sofia, Bulgaria

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