

# Popular Threads on Solosez

## Home Office - What Address on Business Cards?

I am leaving the big firm to start my own practice focusing on estate planning. Tomorrow is my last day at the firm, and for the first 4-6 months or so, I anticipate working out of my home, until I have enough cash flow to rent a space.

I do NOT plan on having clients come to my home. I will go to them, meet them at Starbucks, whatever.

My question (today) regards business cards. For those of you who work at home only, do you put your home address on business cards? Do you rent a PO Box so you can have a mailing address that isn't your home?

What to do?

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I recommend using a virtual office setup like Regus. But if that won't work for you, get a PO Box.

David Kaufman, Virginia

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I did not put my home address, because I really don't want everybody knowing where I live. I got a PO box and that's the address I use.

Jordan Watson

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I have a PO Box, and honestly, my clients don't care.

Charles Thomas, Pennsylvania

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I highly recommend against putting your home address on your business cards. You don't want a disgruntled client knocking on your door at 3am, right?! Use a P.O. Box. This will also help keep your work mail and personal mail separate. That's my 2-cents.

Jeremy Peck

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I have a virtual office address and have my mail forwarded to my home through Regus / HQ.

See: <http://www.regus.com/>

Checking a P.O. Box every day was too time-consuming of an option for me.

I pay about \$100 / month for the service; it includes the added perk of being able to use several office location conference rooms at a discount.

Brian Pedigo, California

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I have a private mailbox a few blocks from my house. Theory is that the walk will be good exercise every day, sadly, I often just stop by in my car on the way to or from somewhere!

I hate to make rules, but I think that a private mailbox is a must because you need to be able to get packages and have messengers deliver things during normal business hours and you may be out with a client or out getting groceries or just in your backyard when you work at home.

Post offices have too many rules and cannot get all kinds of delivery.

Amy Kleinpeter, California

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Coincidentally, we just had a thread that got into the safety concerns of working from home.

Do NOT put your home address anywhere. I don't mind people knowing that I work from home, but I don't broadcast \*where\* home is. People could find me if they tried hard enough, but why make it easy for them?

I have a box at a mail box store. It is located in a busy retail / office park, so most people think I actually office there. The benefit of a private mail receiver vs. a post office box is that I can receive deliveries at my box. So we don't have any packages sitting on our front stoop any more (we've had a couple stolen before). And the mail box company ships everything you could ever need. It's pretty convenient. I pay about \$10 per month for it.

Personally, I don't think virtual offices are worth the price. There are lots of other options that are much cheaper. (and we don't have a facility that is conveniently located for me)

Andrew Flusche, Virginia

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To reiterate what others have said, don't get a PO Box b/c they don't accept FedEx/UPS packages.

Get a post mail box (PMB) from a UPS store or AIM Mail Center. They can accept packages for you and the price is generally about \$100-200 per year (depending on size, etc).

The next step is to get a Virtual Office like Regus or PBC and have a Suite address. Costs more, but you can get conference room time and have them answer your phone (if you pay for that service).

Dan X. Nguyen, California

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I work only from home. I got a PO Box, which was very inexpensive, and put it on my business cards, letterhead, invoices, etc. I haven't had any problems not giving out my home address.

Andy Ullucci, Rhode Island

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I would be sure to check with your jurisdiction as to what is allowed. The city of Philadelphia won't allow you to use a PO Box as your address on record. The city wants a physical address as proof that you are a real attorney, I guess.

As a side note, I offer my office space as an address of record and a mail drop for other solos. I also have arrangements for subletting the meeting space on an hourly basis. And I do this all for much less than the virtual offices. I think it is a nice set-up for solos b/c the office looks personal, unique and lived in. I find the

virtual offices to be generic and impersonal.

Good luck on your new practice!

Heather, Pennsylvania

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I had a P.O.B for years, although I never put it on my business cards or letterhead. I just have the states I'm licensed in, name, website, email, phone number. After I'd been using my P.O.B. a while, I occasionally gave my home address to opposing counsel, insurance adjusters, etc. My P.O.B. was across from the court house, but I there was a period when I was not in court that much. I would say, I'm working from home this week, can you use this address. I noticed that no one knew nor cared that I was giving them my home address. Eventually the P.O.B., got phased out. I think I still have it, but I haven't used it in eons.

My clients rarely if ever have to mail me anything. I instruct them to bring all necessary documents to the first meeting or to court. I can not recall a time when one needed a specific address. I do have arrangements with attorneys to rent conference room space if necessary. Presumably, I could occasionally use one of their addresses, but I've never had to.

Good luck & Congrats!

M.D. Wilks

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There are other virtual offices other than Regus and the like (those with prestigious addresses). I pay \$50 per month for my office and then I set up, through Verizon, a virtual business telephone number that rings to my home line. If I travel, I can have the line ring to my cell phone, for a slight charge. At this virtual office I get 8 hours per month of office time but have used 0 so far. I used to have a real office and doing this has saved me \$800 per month. To find these other virtual arrangements, you have to spend time looking on the internet. There really are cheap alternatives that provide sufficient support.

Ruth Ann Azeredo Maryland

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Who is going to pick up your business card and think to themselves "hey, I'm gonna swing by and say hi" or "I'm gonna mail this cat and see if he's interested in my case?" That's right, no one. Unless your jurisdiction says you need your address on every piece of stationary, you don't need an address on your cards. In PA, ads have to have the city you're practicing in, I'm not sure if cards are really advertising or not, but I have my city on them.

Steven O'Donnell, Pennsylvania

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I used to hold this theory. But I once gave my card to a court clerk, so she could fax a document to me later in the day. She had to call and ask what my fax number was, since I hadn't included it on my card.

Now my cards have everything on them. (phone, fax, address, email, website)

Also, I like to send hand written notes after I meet someone. If your address is on your card, it makes sending a note easier.

Andrew Flusche, Virginia

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I work from home but meet clients at restaurants, Starbucks, or their businesses. I do NOT put my home address on my cards or anything else for that matter. I have family in law enforcement and no one needs to know where I live. Keep in mind whatever address you provide for your business licensing WILL be public information. And most business license bureaus will require a physical address; a PO Box or UPS Store box won't cut it. So, yesterday I found a new virtual office for \$50/ month that provides a human being to accept and sign for packages on my behalf during business hours and I can use that address for my licensing. The best part is, if you grow into needing a full-time office, you can transition into one and you don't have to change your address. 

Google Intelligent Office and Regus for the bigger virtual office/ executive suites providers. Also, check around in your neighborhood. I stumbled across one that was cheaper than Regus but provided more services but they weren't easy to find online.

Gina Madsen

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I went to the UPS store near me today and signed up for a mailbox. As you can see below, it's an actual street address, and a "Las Olas" one at that, which is good for Fort Lauderdale.

David A Shulman

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Why such a strange Suite No.? When I had an address at the local UPS store, my address was something like:

81 Cherry Street, Suite No. 35  
Anytown, CT 12345

Are you sure the mail won't get to you if you simply use something like Suite No. 491?

Mike Blake, Connecticut

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I put my home address on my cards even though I also have a downtown office. But it depends on your practice and situation. I use my home office to meet with clients, and I don't do criminal, family, etc. law.

Shell Bleiweiss, Illinois

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It's a big office building and UPS is Suite 13 and my mailbox is 491. The UPS guy told me that I had to do it that way.

Most people won't notice and won't care (I hope).

David A Shulman

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I have a colleague who leases an office downtown. His physical office address is something like "Suite 101-15". So I don't think people will think anything weird of yours.

Andrew Flusche

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Yes, the number before the hyphen is the suite number of the store that holds your box. The number after the hyphen is your personal box number. I asked my local UPS Store owner if I could avoid that hyphenated address, because it's a dead giveaway that it's a PO Box and he said he would personally see to it that the mail would get to my box if I just used the suite number of the store. However, that's coming from the owner of the store. Doesn't hurt to ask if they would do the same for you.

Gina Madsen