



STREET ADDRESS SERVICE APPLICATION FORM

Thank you for choosing British Monomarks as your Street Address Service provider.

This agreement is made the _____ day of _____ 2011 between

British Monomarks Limited of 27 Old Gloucester Street, London WC1N 3AX ("the Company")

and _____ ("the Subscriber")

Address: _____

Postcode: _____

Telephone: _____ Email: _____ Fax: _____

Whereby it is agreed as follows:

1. The Company will provide for the Subscriber an address to be utilised by the Subscriber.
2. The Company will forward to the Subscriber in accordance with instructions set out overleaf all communications delivered to the Company on behalf of the Subscriber.
3. The annual fee for the services provided by the Company shall be £100.00 and the first annual fee or a due proportion thereof to the 31st day of December next following plus a once-only set-up charge of £15.00 shall be payable upon the signing hereof. Thereafter the annual fee shall be payable on the 1st day of January in each year.
4. The Company will charge the Subscriber for each communication handled in accordance with paragraph 2 hereof a fee, if collected, of 10p, and if forwarded 14p, (plus envelope and stamp where applicable). A Subscriber requiring mail forwarded will pay the Company a deposit in advance of £35.00. The Company will render an account to the Subscriber from time to time in respect of all communications forwarded to the Subscriber. The Subscriber shall pay the said account within 7 days and in the event of the Subscriber failing to pay the account within the time specified the Company shall be at liberty by written notice to determine the agreement but shall not be liable to refund to the Subscriber any portion of the unexpired proportion of the annual fee.
5. All charges shown are exclusive of VAT at the standard rate.
6. The Company will notify the Subscriber in writing of any changes in its charges and such altered charges will become applicable 14 days thereafter.
7. The Company may at any time on one month's prior written notice determine this Agreement and shall refund to the Subscriber the appropriate unexpired proportion of the annual fee.
8. The Subscriber may determine this Agreement on the 31st day of December in any year by giving not less than one month's previous written notice but otherwise the Agreement shall be deemed to continue from year to year.
9. This Agreement is not transferable. It is personal to the Subscriber only.
10. The Company will take all reasonable steps to ensure accurate and expeditious dealing with all communications received for the Subscriber in accordance with the instructions given by the Subscriber. The maximum liability that shall attach to the Company, its servants agents and officers for injury damage or loss to the Subscriber howsoever arising and howsoever the same may be caused shall not exceed £500.00, but no liability whatsoever shall attach in respect of money or valuables unless the same is sent by special delivery (registered post). Further the Company its servants agents and officers shall have **no liability** whatsoever under the terms of this agreement to any third party.
11. If no Notice of Cancellation of this Agreement shall be given by the Subscriber to the Company but the annual fee for the year next following shall not have been paid, the Company shall be under no obligation to forward to the Subscriber any communications received for the Subscriber nor shall they be obliged to notify them of any documents that shall have been received.

As Witness the hands of the duly authorised agents of the parties hereto

Signed by the duly authorised agent:

SIGNATURE _____

PLEASE PRINT NAME IN BLOCK LETTERS

Signed by:

the duly authorised agent of British Monomarks Limited



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MAIL HANDLING

Please tick boxes to indicate your mail handling instructions: you may change your instructions as often as you wish; please note however, these instructions will only be accepted if received by letter, fax or e-mail.

Letters

- Re-enclosure – **recommended for added security**. Forward to me **daily** **weekly**
(Re-enclosed mail requires a stamp and envelope)
- Redirection. Forward to me daily by affixing a printed label & stamp **1st Class** **2nd Class**
Overseas subscribers please specify: **Airmail** **Air Printed**
- Open my mail and scan contents. Send to me by **E-mail** **Fax**
To: Scan & Email or Fax £1.00 per page.
- HOLD at your offices until further notice

Printed Matter

- Redirection. Forward to me daily by affixing a printed label & stamp **1st Class** **2nd Class**
- Re-enclosure. Forward to me **daily** **weekly**
Overseas subscribers please specify: **Airmail** **Air Printed**
- HOLD at your offices until further notice

Special Delivery (Registered) and Recorded Mail

- Re-register/Re-record
- Re-enclosure. Forward by first class post at my risk
- HOLD at your offices until further notice
- HOLD and notify me

Parcels

- Redirect by affixing a printed label and stamp **1st Class** **2nd Class**
- HOLD and notify me. *(Parcels held for more than 14 days may attract storage charges)*

Invoice Address (if different from overleaf)

Name: _____

Address: _____

Would you like to use this address as your Company Registered Office? YES (Plus £20.00 per annum)

CREDIT CARD PAYMENT *(To avoid delays to set up please complete the following accurately):*

I authorise British Monomarks Ltd to charge my MASTERCARD VISA MAESTRO AMEX account unspecified amounts in respect of invoices rendered.

Name *(Exactly as shown on your credit card)*: _____

ADDRESS *(Exactly as shown on your credit card bill)*: _____

Postcode: _____

Card Number:

Start Date: / Expiry Date: / Security Code: Issue No:

Signature: _____ Date: _____

Office Use: PC Ledger LDS Date confirmed _____

ENTERED BY: _____ Date Sent: _____ A/C No: _____