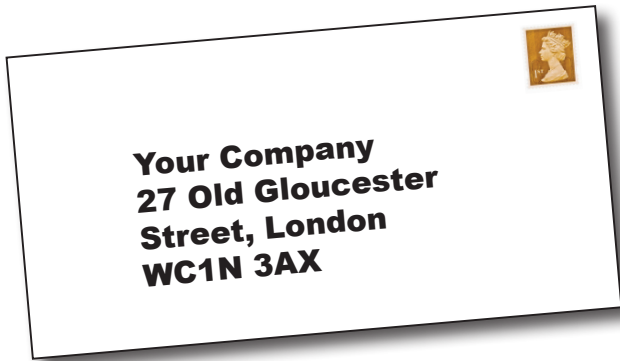




VIRTUAL OFFICE PACKAGE APPLICATION FORM

A PRESTIGE LONDON ADDRESS...



PLUS

A DEDICATED TELEPHONE LINE (0207)
Answered in your company name
Monday – Friday
9am – 5:30pm

REMITTANCE ENCLOSED:

Subscription:
(£185 plus VAT) £ 222.00

Postage Deposit:
(If applicable see condition no.3, page 3) _____

Company Registered Office Option:
(£24.00 if required) _____

Telephone Service:

Refundable Deposit: £ 25.00

Directory Entry:
(£24.00 if required) _____

TOTAL £

Or debit/credit card authorisation: see page 3

Name / Company: _____

Type of business: _____

Address: _____

Postcode: _____

Telephone (Day): _____ Mobile: _____

Fax: _____ Email: _____



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MAIL HANDLING INSTRUCTIONS *(Please complete)*

Please tick boxes to indicate your mail handling instructions: you may change your instructions as often as you wish; however, these are only 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 and 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 £1.20 per page
- HOLD at your offices until further notice

Printed Matter:

- Redirection. Forward to me daily by affixing a printed label and 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)*

MESSAGE HANDLING INSTRUCTIONS *(Please complete)*

Names of associates for whom we may receive calls and with whom we may leave messages:

1: _____ 2: _____

3: _____ 4: _____

May we give your address to callers? YES NO

May we give your phone number to callers? YES NO

YOUR MESSAGES

We should text you: YES NO

We should email you: YES NO

You will call us: YES NO

We should call you: YES NO

Message Charge £1.50

Note: All prices include VAT.



VIRTUAL OFFICE PACKAGE APPLICATION FORM

Terms and Conditions:

1. British Monomarks Ltd ("The Company") will provide for the Subscriber an address and telephone number to be utilised by the Subscriber.
2. The Company will forward to the Subscriber in accordance with instructions set out on page 2 all mail and messages delivered to the Company on behalf of the Subscriber.
3. The Company will charge the Subscriber for each communication handled in accordance with paragraph 2 hereof a fee, if collected, of 12p, and if forwarded 17p, (plus envelope and stamp where applicable). A Subscriber requiring mail forwarded will pay the Company a deposit in advance of £42.00. 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.
4. All charges shown are inclusive of VAT at the standard rate.
5. The Company will notify the Subscriber in writing of any changes in its charges and such altered charges will become applicable 14 days thereafter.
6. 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.
7. This Agreement is not transferable. It is personal to the Subscriber only.
8. The Company will take all reasonable steps to ensure accurate and expeditious dealing with all mail and messages 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.
9. If no Notice of Cancellation 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.
10. Subscribers may phone in or call for messages. In emergencies British Monomarks Ltd will attempt to locate the Subscriber to pass on messages and the costs incurred in so doing will be charged to the Subscriber.
11. The Subscriber undertakes to notify British Monomarks Ltd in writing of any change of address or personnel. The Subscriber is entitled to print the address and telephone number during the currency of the agreement.

I have read and agreed to the terms and conditions of both the Telephone Answering and Street Address services.

Signed by the duly authorised agent _____ SIGNATURE

PLEASE PRINT NAME IN BLOCK LETTERS _____

Date: _____

CREDIT CARD PAYMENT *(Please complete ALL details below):*

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

Name *(As shown on your credit card):* _____

ADDRESS *(As on your statement):* _____

Postcode: _____

Card Number:

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

Signature: _____ Date: _____

Office use only: PC LEDGER LDS Date confirmed: _____ Entered by: _____

Date Sent: _____ A/C No: _____