



A PRESTIGE LONDON ADDRESS

Virtual Office Package 1 – London Street Address

Remittance enclosed:	
Subscription	
(£185 plus VAT)	217.38
Postage Deposit	
(If applicable see condition no.3)	
Telephone Service	
Refundable Deposit	25.00
Directory Entry (If required)	23.50
Total	£ <input type="text"/>

Or debit/credit card authorisation: see page 2

Name/Company:

Address:

. Postcode:

Tel: Mobile: Fax:

Email:

Terms and Conditions:

1. British Monomarks Ltd ("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 on page 2 all communications 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 16p, (plus envelope and stamp where applicable). A Subscriber requiring mail forwarded will pay the Company a deposit in advance of £35.25 (UK) or £47.00 (overseas). 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 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.
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.

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

Date: PLEASE PRINT NAME IN BLOCK LETTERS



Virtual Office Package 1 - Telephone Answering Service

**DEDICATED LINE (0207)
ANSWERED IN YOUR COMPANY NAME**

Monday-Friday 9am – 5.30pm

90p per message taken
There is also a £25 refundable deposit

COMPANY:

Type of Business:

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

1:	3:
2:	4:

May we give your address to callers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
May we give your phone to callers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

How would you like us to answer your calls (e.g. Good Morning,
Your Company Name, May I help you or simply the telephone number)

CONDITIONS OF SERVICE

The services provided are as described in British Monomarks Ltd printed literature and may change from time to time. The agreement shall continue from period to period unless one month's prior written notice is given by either party. 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. Handling charges are payable in advance if requested. British Monomarks will notify the subscriber in writing of any changes in its charges and such altered charges will become applicable 14 days thereafter. The subscriber undertakes to notify British Monomarks Ltd in writing of any change of address or personnel. The subscriber is entitled to print the telephone number on all stationery only during the currency of the agreement. British Monomarks Ltd will make every reasonable effort to ensure accurate and expeditious handling of messages, but no responsibility shall attach to British Monomarks Ltd or its servants, agents or officers for any damages, injuries or loss howsoever arising or to whomsoever caused.