

A PRESTIGE LONDON ADDRESS

Virtual Office Package 2 – Company Registered Office

Remittance enclosed:	
Subscription	
(£250 plus VAT)	293.75
Postage Deposit	
<i>(If applicable see condition no.4)</i>	
Telephone Service	
Refundable Deposit	25.00
Directory Entry (If required)	23.50
Total	£

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 as its Registered Office.
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 display at its address the name of the Subscriber and indicate that the Subscriber maintains its Registered Office at the Company's address and the Subscriber will comply in all respects with the relevant particulars of the Companies Act 1985.
4. 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.
5. All charges shown are inclusive 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 shall give due notice to the Registrar of Companies of the Situation of the Registered Office, and shall notify the Registrar that the account books of the Subscriber are not being kept at the Registered Office.
9. This Agreement is not transferable. It is personal to the Subscriber only.
10. The Subscriber will print on its printed literature the whereabouts of the Registered Office and shall indemnify the Company against all liability in respect of any failure to comply with any such statutory requirements.
11. 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.
12. 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.
13. Upon the determination of the Agreement howsoever arising the Subscriber shall forthwith register with the Registrar of Companies Notice of Change of Registered Office.

I have read and agreed to the terms and conditions of both the Telephone Answering and Company Registered Office services.

Signed by the duly authorised agent **SIGNATURE**

Date:
PLEASE PRINT NAME IN BLOCK LETTERS

Mail Handling: 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 £1.18 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)*

Exact name to appear on sign:

Invoice Address (if different from overleaf)

PLEASE TELL US HOW YOU HEARD ABOUT US:

Name:

Address:

.....

.....

.....

INTERNET

YELL.COM

RECOMMENDED

OTHER (please specify)

.....

Debit/Credit Card Authorisation – **Please complete ALL details shown below**

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

Name (as on your card statement)

Address (**as on your card statement**)

.....

..... Postcode

Card No:

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

Signature: Date:

Office Use: PC Ledger LDS Date confirmed

ENTERED BY:

Date Sent:

A/C No:

11/09



Virtual Office Package 2 - 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:

Message Handling: Hold for collection
or forward by phone **or fax** **or email** **or text/sms**

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

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.