

VIRTUAL OFFICE AGREEMENT - MAILING ADDRESS



PROPOSED CLIENT DETAILS

Company Name	Contact Name
Registered N°	Telephone N°
Registered / Home Address		
Fax N°		
Email		
Invoice Address (if different from above)		
Please Tick	Sole Trader <input type="checkbox"/>	Partnership <input type="checkbox"/>	Ltd Company <input type="checkbox"/>

Trade / Bank Reference

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PREFERENCES

Mail Handling	Hold and I will collect
	Redirect to:
	Address

I, the undersigned, understand I may use the Business Address upon my business stationery and undertake to pay all invoices presented within 14 days of invoice date, and undertake to use elements of the business package for commercial or personal needs within the requirements of Company, Wireless Telegraphy Law and Terms and Conditions of Contract as detailed overleaf.

Signed

Print Name

Date

- In accordance with the Money Laundering Regulations 1993, proof of identity is required upon signing of the agreement, i.e. recent utilities bill.
- Clients will be required to give two months deposit, plus VAT upon signing of the agreement.
- Clients will be required to give a minimum of one months written notice to terminate the contract..

TERMS AND CONDITIONS OF CONTRACT

This Agreement is between Eastlands Court Business Centre (ECBC) and you ("you" or "the Customer"), as an authorised user of ECBC services, and governs the terms and conditions of your use of the ECBC services. This Agreement, together with any operating rules, policies, price schedules, or other supplemental documents, constitutes the entire agreement between Eastlands Court Business Centre and you regarding the ECBC services, and supersedes all prior agreements between the parties regarding the subject matter of this Agreement. For purposes of this Agreement, "services" are defined as any and all services provided by Eastlands Court Business Centre to you either now or in the future. By using Eastlands Court Business Centre services, you confirm your acceptance of, and agree to be bound by, this Agreement.

1. Eastlands Court Business Centre : Services

ECBC offers the following services (i) a postal address for the receipt, temporary holding and forwarding of letters delivered by Royal Mail or any statutory or other body authorised from time to time by law to operate a mail delivery service.

Eastlands Court Business Centre may in its absolute discretion refuse to accept delivery of any item for any reason, including, without limitation, that there is no or insufficient prepaid postage; or any Payment is outstanding; or if it appears to ECBC in its opinion that delivery of the item is in breach of any of these Terms and Conditions; or if the Customer is using the ECBC service for the delivery of unreasonably large items of mail; or if the ECBC service is being used for the storage or delivery of items of value.

If ECBC refuses to accept an item from or for a Customer, it will endeavour to inform the Customer of that decision but ECBC shall not be responsible for any loss, damage or other consequences to the Customer or any third party.

The ECBC service is not to be used for the storage or delivery of items of value. ECBC has no knowledge of the value of any item of mail and will not accept notification of value. ECBC shall not in any event be liable for any indirect or consequential loss, including loss of profit, however it may arise, nor for any liabilities, costs, claims, demands or expenses arising from any event including, but not limited to, any loss, damage, delay or misdelivery of postal items.

2. Customer Responsibilities.

You are fully responsible for the contents of your transmissions through the services. Eastlands Court Business Centre simply acts as a passive conduit for you to send and receive information of your own choosing. However, ECBC reserves the right to take any action with respect to the services that ECBC deems necessary or appropriate in its sole discretion if ECBC believes you or your information may create liability for ECBC, compromise or disrupt the services for you or other Customers, or cause ECBC to lose (in whole or in part) the services of ECBC's suppliers. Your use of the services is subject to all applicable local, state, national and international laws and regulations (including without limitation those governing account collection, export control, consumer protection, unfair competition, anti-discrimination or false advertising). You agree: (1) to comply with UK law regarding the transmission of technical data exported from the United Kingdom through the services; (2) not to use the services for illegal purposes; (3) not to interfere or disrupt networks connected to the services; (4) to comply with all regulations, policies and procedures of networks connected to the services; (5) not to use the services to infringe any third party's copyright, patent, trademark, trade secret or other proprietary rights or rights of publicity or privacy; and (6) not to transmit through the services any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material of any kind or nature. You further agree not to transmit any material that encourages conduct that could constitute a criminal offence, give rise to civil liability or otherwise violate any applicable local, national or international law or regulation. The services make use of the Internet for you to send and receive information of your own choosing. As a result, your conduct is subject to Internet regulations, policies and procedures. You agree not to use or reference the services for chain letters, junk fax or junk mail, spamming or any use of distribution lists to any person who has not given specific permission to be included in such a process. You shall not interfere with another Customer's use and enjoyment of the services.

3. Termination.

You may terminate your ECBC account at any time, upon two calendar month's written notice. ECBC also reserves the right to terminate or suspend your ECBC account without prior notice. Until notice of termination is received and your notice period has expired, you will be billed your normal subscription and usage charges on a recurring basis.

4. Customer Representations.

You represent and warrant that you are at least 18 years of age and that you possess the legal right and ability to enter into this Agreement. You agree to be financially responsible for your use of ECBC services and to comply with your responsibilities and obligations as stated in this Agreement.

5. Modifications to Services.

ECBC reserves the right to modify or discontinue any of the services with or without notice to you. ECBC shall not be liable to you or any third party should ECBC exercise its right to modify or discontinue the services.

6. Charges & Payments

You agree to pay all charges for your use of ECBC services at the prices then in effect. Charges are to be paid monthly within 14 days of invoice, failure to comply will result in interest payable upon any monies outstanding after the first day of the month for which licence fees are due at a rate of 5% above base of Lloyds Bank plc.. You must promptly notify ECBC of changes to your billing address. If the Customer fails to make any Payment ECBC shall have a lien over all unforwarded items until such payments are duly paid. ECBC reserves the right to suspend or terminate your ECBC account without notice upon failure to pay any and all outstanding accounts.