

Company Details:

Company:	Registration No.:
First Name:	Last Name:
Address:	
Postcode:	Country:
Tel:	Website:
Fax:	Email:

Please supply copies of two Identification Documents per Member (1 photo ID and 1 proof of address)

Business Centre Name/Location:
Choose your Package(s):

Virtual Office - Telephone Answering	Monthly Fee	£
Virtual Office - Business Address	Monthly Fee	£
Virtual Office - Premium Package (TA&BA)	Monthly Fee	£
My eOffice Packages (40/100)	Monthly Fee	£
Hotdesking Packages	Monthly Fee	£

Additional Service(s)

Location Specific Tel N./Fax N.	Monthly Fee	£ 19.99
Registered Address for UK Ltd Company	Monthly Fee	£ 19.99
Fax to email set up	Monthly Fee	£ 19.99
Faxes to be Sent to Following email Add:		
Company Logo by Directory	Monthly Fee per unit	£ 19.99
Company Logo by Directory Set Up Fee	One Time Fee per unit	£ 49.99
Storage Cabinet	Monthly Fee per unit	£ 19.99
Talk Talk Lounge Access	Monthly Fee per unit	£ 49.99

Mail Forwarding Options (choose one)

UK Weekly (1st Class) postage & envelopes - Monthly Fee	£ 9.99
UK Daily (1st Class) postage and envelopes - Monthly Fee	£ 19.99
Overseas Weekly for postage and envelopes - Monthly Fee	£ 19.99
Collected - Mailbox - Monthly Fee	£ 9.99
Scan to email - Monthly Fee	£ 19.99

Mail to be sent to:			
Address:	(If different from above)		
City:	Postcode:	Country:	

Telephone Calls Options (choose one)
Telephone Calls - Direct Forward to
Answered then Forwarded to

UK Line - call charges 1st 60' - Monthly Fee	£ 9.99
Overseas Line - call charges 1st 30' - Monthly Fee	£ 19.99
UK Line - call charges 1st 60' - Monthly Fee	£ 9.99
Overseas Line - call charges 1st 30' - Monthly Fee	£ 19.99
Allocated Voice Mail - Monthly Fee	£ 9.99
Calls forwarded to additional per person - Monthly Fee	£ 9.99

Phone Calls to be Answered in This Way:
Phone Calls to be Forwarded to Tel No.:
Messages Options (choose one)

Sent by email (1-100) - Monthly Fee	£ 9.99
Sent by SMS (1-100) - Monthly Fee	£ 19.99
Messages sent to additional per person - Monthly Fee	£ 9.99

Messages to be sent to following email add:
TOTAL COSTS

Total Virtual Office Package	Monthly Fee	£
Refundable Deposit		£
eNetwork Card Membership	(£99.99) Yearly Fee per person	£
Total Initial Payment		£

I apply for this Service Agreement subject to eOffice Terms and Conditions of Sales

Date:	Start:
Name:	Signature:
For Office Use Only: eOffice	
Date:	
Name:	Signature:

All prices subject to 20% VAT - After Initial Contract Period Prices May Change - Additional service charges may be incurred in relation to the provision of this agreement