

eOffice[®] Service Agreement

Company Details:

Company:		Registration No.:	
Address:			
PostCode:		Country:	
Tel:		Website:	
Fax:		eMail:	

Personal Details:

Title:	Gender:	Nationality:	Birth Date:
First Name:		Last Name:	
Address:			
PostCode:		Country:	
Tel:		eMail:	

<input type="checkbox"/>	Business Centre Name/Location	
<input type="checkbox"/>	Refundable Deposit	£
<input type="checkbox"/>	Set Up Fee + eCard	Yearly Fee per person £99.99
Choose your Package(s):		
<input type="checkbox"/>	Virtual Office - Standard	Monthly Fee £
<input type="checkbox"/>	Virtual Office - Standard Plus	Monthly Fee £
<input type="checkbox"/>	Virtual Office - Premium Package	Monthly Fee £
Optional Services:		
<input type="checkbox"/>	Fax to eMail	Monthly Fee per unit £9.99
<input type="checkbox"/>	Mail Forwarding Options (choose one)	Overseas Weekly - Monthly Fee - for postage and envelopes £9.99

Mail to be sent to: Name:
Address:
Address:

<input type="checkbox"/>	Telephone Calls Options (choose one)	
<input type="checkbox"/>	Telephone Calls - Direct Forward to	Overseas Line - call charges 1st 30' - Monthly Fee £14.99
<input type="checkbox"/>	Telephone Calls - Answered then Forwarded to	Overseas Line - call charges 1st 30' - Monthly Fee £14.99
<input type="checkbox"/>		Calls forwarded to additional people - Monthly Fee - x person £9.99

Telephone Calls to be Answered in This Way:
Telephone Calls to be Forwarded to Tel Number:

<input type="checkbox"/>	Messages Options	
<input type="checkbox"/>	Messages Taken then	Sent by eMail (1-100) - Monthly Fee £9.99
<input type="checkbox"/>		Messages sent to additional people - Monthly Fee - x person £9.99

Additional Name / eMail:

<input type="checkbox"/>	Fax to eMail option
Faxes to be Sent to Following eMail Address:	

Additional Charges:

More than 100 Telephone Calls Answered per Month: £0.49 each

More than 100 Messages Sent by eMail per Month: £0.49 each

I apply for this Service Agreement subject to eOffice Terms and Conditions of Sales
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All prices subject to 15% VAT - After Initial Contract Period Prices May Change - Additional service charges may be incurred in relation to the provision of this agreement

Date:	Start:	End:
Name:	Signature:	

For Office Use Only: eOffice 2000 Ltd
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Date:	
Name:	Signature:
eOffice 2000 Ltd, 2 Sheraton Street, London, W1F 8BH; email: eo@eoffice.net; tel: +44 (0) 870 888 88 88 fax: +44 (0) 870 888 88 80	



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2 Sheraton Street
W1F 8BH, London
United Kingdom
Tel +44 870 888 8888
Fax +44 870 888 8880
accounts@eoffice.net

If you would like to pay for your purchase by credit card, please complete the following:

Name: Company:

CREDIT CARD TYPE: (check box)

MASTERCARD VISA SWITCH SOLO MAESTRO

Name as it appears on card:

Credit Card Number:

Start Date: Exp Date: Security Code:

(last 3 digits on back of card for MC/VISA)

Billing Address of Credit Card:

Street:
City/State:
Post Code/Zip Code:
Country:

Authorized Signature: _____ Date: _____

Description of Purchase: _____

I authorize eOffice to charge my credit card for all sums arising from our Agreement with eOffice.

Please note a 3% surcharge will be applied to all credit card transactions.

Bank details for online bank transfer:

Bank: HSBC	Account name: eOffice 2000 Ltd
Sort Code: 40 03 28	Account number: 01733044
Swift / BIC: MIDLGB 2106U	IBAN: GB46 MIDL 400328 0173 3044
Reference: Your company name	