

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:	

Business Centre _____

You must supply copies of two Identification Documents per Member
(choose among: Passport, I.Card, Driving Licence with Picture and Utility Bill)

<input type="checkbox"/> Refundable Deposit	£ _____
<input type="checkbox"/> Set Up Fee + Membership Card	Yearly Fee per person £99.99
Choose your Package(s):	

<input type="checkbox"/> Virtual Office - Telephone Answering	Monthly Fee	£ _____
<input type="checkbox"/> Virtual Office - Business Address	Monthly Fee	£ _____
<input type="checkbox"/> Virtual Office - Premium Package (VO P)	Monthly Fee	£ _____
<input type="checkbox"/> Hot Desk Package	Monthly Fee/Prepaid	£ _____
<input type="checkbox"/> Full Time Office	Monthly Fee per Office	£ _____
<input type="checkbox"/> Internet Broadband	Monthly Fee per connection	£39.99
<input type="checkbox"/> Internet Broadband Set Up Fee	One Time Fee per unit	£19.99
<input type="checkbox"/> Voice Connectivity (telephone line rental)	Monthly Fee per connection	£19.99
<input type="checkbox"/> Voice Connectivity Set Up Fee	One Time Fee per unit	£19.99

Optional Services:

<input type="checkbox"/> Location Specific Tel N. (0207, 0161, 0117, 0121 etc.)	Monthly Fee per unit	£9.99
<input type="checkbox"/> Registered Address for UK Limited Company	Monthly Fee per unit	£14.99
<input type="checkbox"/> Fax to eMail	Monthly Fee per unit	£9.99
<input type="checkbox"/> Location Specific Fax N. (0207, 0161, 0117, 0121 etc.)	Monthly Fee per unit	£9.99
<input type="checkbox"/> Fax to eMail Set Up Fee	One Time Fee per unit	£19.99
<input type="checkbox"/> Company Logo by Directory	Monthly Fee per unit	£9.99
<input type="checkbox"/> Company Logo by Directory Set Up Fee	One Time Fee per unit	£49.99
<input type="checkbox"/> Storage Cabinet	Monthly Fee per unit	£14.99
<input type="checkbox"/> Parcel Storage	Monthly Fee per unit	£4.99
<input type="checkbox"/> VOIP Services	Monthly Fee per person	£ _____
<input type="checkbox"/> VOIP Services Set Up Fee	One Time Fee per unit	£ _____
<input type="checkbox"/> Extended office hours access	Monthly Fee per person	£ _____
<input type="checkbox"/> Car Parking	Monthly Fee per car	£ _____
<input type="checkbox"/> Additional Office Equipment	Monthly Fee per piece	£ _____

Payment Details

By Cheque in £ Sterling (payable to eOffice 2000 Ltd) £ _____
(allow 5 working days for funds to be cleared)

By Bank Wire Transfer to eOffice 2000 Ltd £ _____
(allow 5 working days for funds to be cleared)

Bank: HSBC (Holborn Circus, London)
Sort Code: 40-03-28 Account N.: 01733044
IBAN: GB46 MIDL 400328 0173 3044

By Direct Debit

By Credit Card (3% surcharge will be applied to all credit card transactions) £ _____
(please fill out the attached credit card authorisation form)

eOffice[®] Service Agreement

A. Additional Members	
1	2
3	4
5	6

B. Mail Forwarding Options (choose one)	
<input type="checkbox"/>	UK Weekly (1st Class) Monthly Fee - for postage and envelopes £4.99
<input type="checkbox"/>	UK Daily (1st Class) - Monthly Fee - for postage and envelopes £14.99
<input type="checkbox"/>	Overseas Weekly - Monthly Fee - for postage and envelopes £9.99
<input type="checkbox"/>	Collected - MailBox - Monthly Fee £9.99
<input type="checkbox"/>	Mail to be sent to additional people - per person £9.99

Mail to be sent to: Name:
Address:
Address (cont):
Additional Name / Address:
Additional Name / Address:
Additional Name / Address:

C. Telephone Calls Options (choose one)			
<input type="checkbox"/>	Telephone Calls - Direct Forward to	<input type="checkbox"/>	UK Line - call charges 1st 60' - Monthly Fee £9.99
		<input type="checkbox"/>	Overseas Line - call charges 1st 30' - Monthly Fee £14.99
<input type="checkbox"/>	Telephone Calls - Answered then Forwarded to	<input type="checkbox"/>	UK Line - call charges 1st 60' - Monthly Fee £9.99
		<input type="checkbox"/>	Overseas Line - call charges 1st 30' - Monthly Fee £14.99
		<input type="checkbox"/>	Allocated Voice Mail - Monthly Fee £9.99
		<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:

D. Messages Options			
<input type="checkbox"/>	Messages Taken then	<input type="checkbox"/>	Sent by eMail (1-100) - Monthly Fee £9.99
		<input type="checkbox"/>	Sent by SMS (1-100) - Monthly Fee £19.99
		<input type="checkbox"/>	Messages sent to additional people - Monthly Fee - x person £9.99

eMail Message to be Sent to eMail Address:
SMS Message to be Sent to Mobile Number:

Additional Name / eMail / Tel:
Additional Name / eMail / Tel:
Additional Name / eMail / Tel:

E. Fax to eMail option

Faxes to be Sent to Following eMail Address:
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Additional Charges:

More than 100 Telephone Calls Answered per Month: £0.49 each
 More than 100 letters forwarded per Month: £0.09 each
 Call forwarding charges to UK line > 60': at standard BT rates

More than 100 Messages Sent by eMail per Month: £0.49 each
 More than 100 Messages Sent by SMS per Month: £0.49 each
 Call forwarding charges to overseas line > 30': at standard BT rates

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

All prices subject to 17.5% 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

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



eOffice
2 Sheraton Street
W1F 8BH, London
United Kingdom

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

From: _____ TO: eOffice Accounts Dep.
FAX# + 44 870 888 88 80

CREDIT CARD TYPE: (check box)

AMERICAN EXPRESS MASTERCARD VISA
 SWITCH SOLO

Name as it appears on card:

Credit Card Number:

Exp Date:

Security Code:

(last 3 digits on back of card for MC/VISA; 4 digit number above cc# on front of AMEX)

Billing Address of Credit Card: (street, city, state, postal code, country)

Authorized Signature:

Date:

Description of Purchase:

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

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

Please fax this completed form to the fax number provided. No cover sheet is required. We thank you for your time and appreciate your business. If you have any questions please feel free to email the finance team at accounts@eoffice.net.

CUSTOMER INVENTORY LIST

Checking in:

CENTRE:

CUSTOMER:

DATE:

ROOM/DESK No.:

Item	Quantity In	Condition In	Customer Signs	Quantity Out	Condition Out	Verified eOffice
Desks						
Chairs						
Filing Cabinets						
Pedestals						
Coat Hanger						
Wastebins						
Telephone Handset						
Cables Internet						
Flipchart						
TV Plasma Screen						
Prints Artwork						
Office Stationery Kit						
Blinds/Curtains						
Carpet						
Walls						
Glass partition						
Floor Boxes						
Lighting						
Others						
Item	Quantity In	Condition In	Customer Signs	Quantity Out	Condition Out	Verified eOffice

Checking out:

CUSTOMER:

DATE: