

# eOffice® Virtual Office Agreement

## Company Details:

<b>Company:</b>	
<b>First Name:</b>	<b>Last Name:</b>
<b>Address:</b>	
<b>PostCode:</b>	<b>Country:</b>
<b>Tel:</b>	<b>Website:</b>
<b>Fax:</b>	<b>eMail:</b>
Please supply copies of two Identification Documents per Member (1 photo ID and 1 proof of address)	

<input type="checkbox"/> <b>Business Centre Name/Location</b>	
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<b>Choose your Package(s):</b>		
<input type="checkbox"/> <b>Virtual Office - Telephone Answering</b>	Monthly Fee	£
<input type="checkbox"/> <b>Virtual Office - Business Address</b>	Monthly Fee	£
<input type="checkbox"/> <b>Virtual Office - Premium Package (TA &amp; BA)</b>	Monthly Fee	£
<input type="checkbox"/> <b>MyeOffice Packages (40/100)</b>	Monthly Fee	£
<input type="checkbox"/> <b>Hotdesking Packages</b>	Monthly Fee	£

<b>Additional Service(s)</b>		
<input type="checkbox"/> <b>Location Specific Tel N./Fax N.</b>	Monthly Fee	£19.99
<input type="checkbox"/> <b>Registered Address for UK Limited Company</b>	Monthly Fee	£19.99
<input type="checkbox"/> <b>Fax to eMail</b>	Monthly Fee	£19.99
<b>Faxes to be Sent to Following eMail Address:</b>		
<input type="checkbox"/> <b>Company Logo by Directory</b>	Monthly Fee per unit	£19.99
<input type="checkbox"/> <b>Company Logo by Directory Set Up Fee</b>	One Time Fee per unit	£49.99
<input type="checkbox"/> <b>Storage Cabinet</b>	Monthly Fee per unit	£19.99
<input type="checkbox"/> <b>Talk Talk Lounge Access</b>	Monthly Fee per unit	£99.99

<b>Mail Forwarding Options (choose one)</b>		
<input type="checkbox"/>	UK Weekly (1st Class) for postage and envelopes - Monthly Fee	£4.99
<input type="checkbox"/>	UK Daily (1st Class) for postage and envelopes - Monthly Fee	£19.99
<input type="checkbox"/>	Overseas Weekly for postage and envelopes - Monthly Fee	£19.99
<input type="checkbox"/>	Collected - MailBox - Monthly Fee	£9.99
<input type="checkbox"/>	Scan to eMail - Monthly Fee	£19.99

<b>Mail to be sent to:</b>
<b>Address:</b>

<b>Telephone Calls Options (choose one)</b>		
<input type="checkbox"/> <b>Telephone Calls - Direct Forward to</b>	UK Line - call charges 1st 60' - Monthly Fee	£9.99
<input type="checkbox"/>	Overseas Line - call charges 1st 30' - Monthly Fee	£19.99
<input type="checkbox"/> <b>Telephone Calls - Answered then Forwarded to</b>	UK Line - call charges 1st 60' - Monthly Fee	£9.99
<input type="checkbox"/>	Overseas Line - call charges 1st 30' - Monthly Fee	£19.99
<input type="checkbox"/>	Allocated Voice Mail - Monthly Fee	£9.99
<input type="checkbox"/>	Calls forwarded to additional per person - Monthly Fee	£9.99

<b>Telephone Calls to be Answered in This Way:</b>
<b>Telephone Calls to be Forwarded to Tel Number:</b>

<b>Messages Options (choose one)</b>		
<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 per person - Monthly Fee	£9.99

<b>Messages to be Sent to Following eMail Address:</b>
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<b>TOTAL COSTS</b>		
<input type="checkbox"/> <b>Total Virtual Office Package</b>	Monthly Fee	£
<input type="checkbox"/> <b>Refundable Deposit</b>		£
<input type="checkbox"/> <b>eNetwork Card Membership</b>	(£99.99) Yearly Fee per person	£
<input type="checkbox"/> <b>Total Initial Payment</b>		£

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

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

<b>Date:</b>	<b>Start:</b>
<b>Name:</b>	<b>Signature:</b>

**For Office Use Only: eOffice**

<b>Date:</b>	
<b>Name:</b>	<b>Signature:</b>

eOffice, 20 Broadwick Street, London, W1F 8HT; email: hello@eoffice.net; tel: +44 (0) 870 888 88 88 fax: +44 (0) 870 888 88 80