

LISBURN ENTERPRISE ORGANISATION

VIRTUAL OFFICE AGREEMENT

Between

Lisburn Enterprise Organisation Ltd

And

Dated:

To Lisburn Enterprise Organisation Ltd, Enterprise Crescent, Ballinderry Road, Lisburn, BT28 2BP

Dear Sir / Madam,

Please accept this letter as confirmation of my acceptance to open a virtual office with your company for a minimum period of 2 months, at a monthly rate of £50 + VAT. I understand I will be allocated a dedicated telephone number (to be advised) and that your company will accept, at the above address, calls and mail in my favour.

I HAVE READ AND AGREE TO THE FOLLOWING:

The Mail Handling Services will provide a facility to hold incoming deliveries of suitable size parcels and letters, between the hours of 9am – 5pm. Clients will only be advised if a parcel, 'recorded' delivery item or 'special' delivery item arrives, this notification will be by email / text message within 2 hours of delivery. The notification service will not include general mail. Clients will be able to collect mail at their convenience between the hours of 9am – 5pm.

While Enterprise House will use reasonable care in dealing with Mail and Parcels (whether left for outward dispatch or when delivered to Enterprise House reception) virtual office clients availing of such a service do so accepting that risk to the mail and/or parcels is the responsibility of the virtual office client and not the responsibility of Enterprise House. Virtual Office clients should make alternative arrangements for direct dispatch or receipt of mail or deliveries if unwilling to accept the liability limitation in respect of this service.

Telephone messages will be forwarded by text and / or email within 2 hours, during office hours of 9am – 5pm, to the mobile number and email supplied. It is the clients responsibility to ensure details supplied are valid and operational. Enterprise House does not accept responsibility for emails / text messages that do not reach the nominated destination.

I return herewith the Standing Order form from my account duly signed. I also enclose a cheque for £115.00 Inc VAT payable to Lisburn Enterprise Organisation Ltd, to cover first month payment £57.50 plus deposit of £57.50. Deposit to be returned, less any costs, on termination of contract.

I hereby agree with the minimum licence of 2 months, I also agree and am aware that the License may be terminated on not less than one months written notice given by either party:

Yours sincerely,

Signed:

Print Name:

Address:

Contact Telephone No.:

Nominated Mobile Number

Nominated Email Address:

Date:

Your allocated number is:

Your allocated address is

Dated: