



SERVICES FOR EXTERNAL CLIENTS

We realise there are many people based at home, who may benefit from our facilities. Let us work together to represent your business in an efficient, professional manner.

Use our address and communications numbers on your letterheads, and have all the benefits of an office, without the overheads or staff of your own.

BUSINESS ADDRESS

Mail only (excluding parcels) received and temporarily held for collection, or forwarded as required.

- * Please note large parcels, personal or business related, are not accepted within the mailing address criteria
- * Please note that a postal charge shall be made for all post forwarded on

£30 per month
+ VAT

TELEPHONE ANSWERING SERVICE

Virtual Receptionist, offering call answering during business hours.

- * Please note that call charges for all diverted / transferred calls are made at standard BT rates.

£50 per month
+ VAT

Allocated DDI (Direct Dial) Line

Allocated direct dial line – all calls answered in your company name. Calls can be redirected to alternative number or voicemail outside business hours.

£16 per month
+ VAT

SPECIAL OFFER – FULL VIRTUAL OFFICE

Our address and telephone answering services combined (does not include DDI line).

£70.00 per month
+ VAT

Refundable Deposit equivalent to 2 months fees
Minimum 3 months registration
Subject to completion of the External Client Reference Agreement

The above prices are subject to VAT at the standard rate

Please refer to Terms and Conditions of Contract



VIRTUAL OFFICE AGREEMENT

PROPOSED CLIENT DETAILS

Client Name	Contact Name
Registered N°	Telephone N°
Registered / Home Address		Mobile N°
		Fax N°
		Email
Invoice Address		
(if different from above)		
Please Tick	Sole Trader <input type="checkbox"/>	Partnership <input type="checkbox"/>	Limited Company <input type="checkbox"/>

Trade / Bank Reference

Mail Handling (excluding parcels)	Hold and I will collect within 1 week of delivery
	Forward by 1 st / 2 nd Post to: (please confirm)
	Address

Call Handling	Take and email all messages as specified	Email address:
	Transfer calls on to alternative number as detailed: * please note, call charges apply	No. Name.
	Divert calls on alternative number / or voicemail as specified:	No.

I, the undersigned, understand I may use the Business Address, Telephone number(s) upon my business stationery and undertake to pay all invoices presented within 14 days of invoice date, and undertake to use elements of the business package for commercial or personal needs within the requirements of Company, Wireless Telegraphy Law and Terms and Conditions of Contract as detailed overleaf.

Signed Print Name

Date

- In accordance with the Money Laundering Regulations 2009, proof of identity is required upon signing of the agreement, i.e. recent utilities bill.
- Clients will be required to give two months deposit, plus VAT upon signing of the agreement.
- Clients will be required to give a minimum of two months written notice to terminate the contract.



EASTLANDS COURT BUSINESS CENTRE: TERMS AND CONDITIONS OF CONTRACT

This Agreement is between Eastlands Court Business Centre (ECBC) and you ("you" or "the Customer"), as an authorised user of ECBC services, and governs the terms and conditions of your use of the ECBC services. This Agreement, together with any operating rules, policies, price schedules, or other supplemental documents, constitutes the entire agreement between Eastlands Court Business Centre and you regarding the ECBC services, and supersedes all prior agreements between the parties regarding the subject matter of this Agreement. For purposes of this Agreement, "services" are defined as any and all services provided by Eastlands Court Business Centre to you either now or in the future. By using Eastlands Court Business Centre services, you confirm your acceptance of, and agree to be bound by, this Agreement. **Completion of this Agreement does not include permission of Company Registration at this address.**

1. Eastlands Court Business Centre : Services

ECBC offers the following services (i) a telephone number that provides for the delivery of inbound telephone calls for redirection or forwarding to another telephone or ancillary service; (ii) a postal address for the receipt, temporary holding and forwarding of letters delivered by Royal Mail or any statutory or other body authorised from time to time by law to operate a mail delivery service. **Please note large parcels, personal or business related, are not accepted within the mailing address criteria. All mail must be collected / forwarded weekly.**

Eastlands Court Business Centre may in its absolute discretion refuse to accept delivery of any item for any reason, including, without limitation, that there is no or insufficient prepaid postage; or any Payment is outstanding; or if it appears to ECBC in its opinion that delivery of the item is in breach of any of these Terms and Conditions; or if the Customer is using the ECBC service for the delivery of unreasonably large items of mail; or if the ECBC service is being used for the storage or delivery of items of value.

If ECBC refuses to accept an item from or for a Customer, it will endeavour to inform the Customer of that decision but ECBC shall not be responsible for any loss, damage or other consequences to the Customer or any third party.

The ECBC service is not to be used for the storage or delivery of items of value. ECBC has no knowledge of the value of any item of mail and will not accept notification of value. ECBC shall not in any event be liable for any indirect or consequential loss, including loss of profit, however it may arise, nor for any liabilities, costs, claims, demands or expenses arising from any event including, but not limited to, any loss, damage, delay or misdelivery of postal items.

2. Customer Responsibilities.

You are fully responsible for the contents of your transmissions through the services. Eastlands Court Business Centre simply acts as a passive conduit for you to send and receive information of your own choosing. However, ECBC reserves the right to take any action with respect to the services that ECBC deems necessary or appropriate in its sole discretion if ECBC believes you or your information may create liability for ECBC, compromise or disrupt the services for you or other Customers, or cause ECBC to lose (in whole or in part) the services of ECBC's suppliers.

Your use of the services is subject to all applicable local, state, national and international laws and regulations (including without limitation those governing account collection, export control, consumer protection, unfair competition, anti-discrimination or false advertising). You agree: (1) to comply with UK law regarding the transmission of technical data exported from the United Kingdom through the services; (2) not to use the services for illegal purposes; (3) not to interfere or disrupt networks connected to the services; (4) to comply with all regulations, policies and procedures of networks connected to the services; (5) not to use the services to infringe any third party's copyright, patent, trademark, trade secret or other proprietary rights or rights of publicity or privacy; and (6) not to transmit through the services any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material of any kind or nature. You further agree not to transmit any material that encourages conduct that could constitute a criminal offence, give rise to civil liability or otherwise violate any applicable local, national or international law or regulation. If the services make use of the Internet for you to send and receive information of your own choosing, your conduct is subject to Internet regulations, policies and procedures. You agree not to use or reference the services for chain letters, junk fax or junk mail, spamming or any use of distribution lists to any person who has not given specific permission to be included in such a process. You shall not interfere with another Customer's use and enjoyment of the services.

3. Termination.

You may terminate your ECBC account at any time, upon two calendar month's written notice. ECBC also reserves the right to terminate or suspend your ECBC account without prior notice. Until notice of termination is received and your notice period has expired, you will be billed your normal subscription and usage charges on a recurring basis.

4. Customer Representations.

You represent and warrant that you are at least 18 years of age and that you possess the legal right and ability to enter into this Agreement. You agree to be financially responsible for your use of ECBC services and to comply with your responsibilities and obligations as stated in this Agreement.

5. Modifications to Services.

ECBC reserves the right to modify or discontinue any of the services with or without notice to you. ECBC shall not be liable to you or any third party should ECBC exercise its right to modify or discontinue the services.

6. Charges & Payments

You agree to pay all charges for your use of ECBC services at the prices then in effect. **Charges are to be paid monthly within 14 days of invoice.** Failure to comply will result in interest payable upon any monies outstanding after the first day of the month for which licence fees are due at a rate of 5% above base of Lloyds Bank plc. You must promptly notify ECBC of changes to your billing address. If the Customer fails to make any Payment ECBC shall have a lien over all unforwarded items until such payments are duly paid. ECBC reserves the right to suspend or terminate your ECBC account without notice upon failure to pay any and all outstanding accounts.

You further understand and agree that you are not the owner of any telephone assigned to you by ECBC. Ownership of any such telephone number is vested solely in ECBC (which will assign such number to you for your use during the term of this agreement). You understand and agree that following the termination of your ECBC account for any reason, such telephone number may be re-assigned immediately to another customer, and you agree that ECBC will not be liable for damages (including consequential or special damages) arising out of any such re-assignment, and you hereby waive any claims with respect to any such re-assignment, whether based on contractual, tort or other grounds, even if ECBC has been advised of the possibility of such damages.



TARIFF LIST

<p style="text-align: center;">Photocopying</p> <p>A4 £0.08 A4 double sided £0.10 A3 £0.12 A3 double sided £0.15</p> <p>Colour Printing</p> <p>A4 £0.30 A4 double sided £0.50 A3 £0.60 A3 double sided £1.00</p> <p>Meeting Room</p> <p>Hourly £8.50 Daily £50.00</p> <p>Please Note : Meeting Room is available between the hours of 09.00 am to 4.15 pm Monday to Friday for all external clients, unless otherwise agreed</p> <p>Beverages</p> <p>Coffee – per cup £0.80 Coffee – large pot £5.00 Coffee – small pot £4.00 Tea – per cup £0.55 Tea – per pot £3.00</p>	<p style="text-align: center;">Laminating</p> <p>A4 Laminating £1.00 per sheet A3 Laminating £1.50 per sheet</p> <p style="text-align: center;">Telephone Charges</p> <p>DDI Telephone N° £16.00 per line / month</p> <p>Further lines are available at an additional charge</p> <p>Trunked External Calls £0.10 + call cost (min charge £0.50)</p> <p>Forward Messaging £0.50 per message</p> <p style="text-align: center;">Broadband Charges</p> <p>Wireless Broadband facilities £30.00 per month</p> <p>Daily Rate (Meeting Room) £5.00 per day</p> <p style="text-align: center;">Postage</p> <p>Cost calculated and despatched at Post Office rates + 10%</p> <p>UK Recorded and Special Deliveries can be arrange through Reception</p>
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Please note that the above services are subject to VAT at the standard rate.

EASTLANDS COURT

BUSINESS CENTRE

DIRECTIONS

From M6

Leave the motorway at Junction 1
 Turn right towards Rugby
 At 3rd roundabout (Mr Kipling), turn left
 After 1½ miles turn right at T junction onto B5414
 Up hill and take the 5th left after Rugby town sign into St Peters Road
 Eastlands Court is 50 yards on the Left

From M40 South

Leave the motorway at Junction 12
 Take the B4451 to Southam, then the A426 to Rugby passing through Dunchurch
 Come into Rugby centre and circulatory system and take signs to Northampton, then Market Harborough, leaving Rugby School on your right
 Turn left at 1st roundabout, 3rd left at 2nd roundabout into Clifton Road (B5414)
 take 2nd right into St Peters Road, Eastlands Court is 50 yards on the left

From M1 North

Leave motorway at Junction 19
 Turn West under both M1 and M6 and take road to and thorough Cattothorpe
 Turn right and immediately left over the A5
 Follow the road towards Rugby for 3 miles
 Take the 5th left (St Peters Road) after the Rugby town sign. Eastlands Court is 50 yards on left

From M1 South

Leave motorway at Junction 18
 Take the A5 north towards Hinckley
 After 5 miles turn left onto B5414 (Rugby)
 From here, follow route as for M1 North

From A14 and the East

Follow instructions as from M1 North.

