

Virtual Office Packages

1) Business Address - £35 plus VAT

This services gives you a prestigious business address that can be registered with HMRC and Companies House as well as having your post delivered here, you will also benefit from

- **Mail Collection**, you can collect your mail from Kings House during business hours Monday – Friday
- **Mail Forwarding**, we can arrange your mail to be sent to you either through the post or, if requested we can scan and email too. Postal charges will apply for any mail forwarded on to you
- **Meeting Rooms**, you can take advantage of our meeting rooms at Kings House, great for meeting clients and colleagues on site in a professional and welcoming environment. Speak to a member of our team for full details of pricing and current special offers.

2) Business Address with Virtual PA - £50 plus VAT

This services bolts on a telephone number to your business address, this is a dedicated telephone number that is personal to you and your business, benefit from

- **Virtual PA**, your dedicated telephone number can be answered by our reception exactly how you ask, we can forward these messages to you as instructed by you.
- **Call forwarding**, We can divert calls to you if you prefer to answer the call yourself, simply provide us with a number and we will manage the call forward for you.
- **Choose your Number**, you can choose any area code to suit your business requirements, 01902, 0121, 0207 etc.
- **Meeting Rooms**, as above the meeting rooms can be hired for your meeting or just to catch up on some work in a quiet professional office environment. Hourly or daily rates are available

Please feel free to contact us on 01902 585 550 should you have any questions, if you would like to sign up and register your Virtual office with us today please complete the attached application form. Once we have received the relevant documents and payment your virtual office will be ready to open at Kings House Wolverhampton.



Virtual Office Application Form

Applicants Name: _____

Position within Company: _____

Phone No: _____

Email: _____

Company Registration No: _____

Home Address: _____

Business Address: _____

Accounts Contact Name (if different to above) _____

Address: _____

Required:

- Photographic ID
- Proof of Address (i.e. recent utility bill)



Virtual Office Agreement

Agreement Start Date _____

Company Name _____

Client Name _____

Phone No _____

Email _____

Package Required

Business Address £35

Business Address with PA £50

Licence Fee Due Date _____

1. Provision of Services and Facilities

1.1 We will provide you with access to and use of the Services for the License Period during normal business hours.

1.2 We will provide you with such additional services as agreed between us at the rates set out in the specific license terms.

2. License Period

2.1 The term of this Agreement is a rolling monthly licence.

2.2 The Agreement may be terminated by either party giving 1 calendar month written notice to the other party.

2.3 If this Agreement continues for more than 12 months we will be entitled to increase the Service Fee on each and every anniversary of the Commencement

Date by a minimum of 4% or RPI whichever is the greater from the previous Service Fee.

3. Termination of Agreement

3.1 We shall be entitled to terminate this Agreement forthwith upon written notice upon the following grounds:

3.2 Non payment of the Service Fee or any other fees.

3.3 Any breach of this Agreement by you.

3.4 If you (being a company) enter into liquidation or shall have a receiver or an administrative receiver appointed.

3.5 If you (being an individual) become bankrupt or enter into a composition with your creditors or commit an act of bankruptcy.

4. Payment of Service Fee and other Fees

4.1 The Service Fee plus VAT is payable in advance on the dates set out in the Agreement.

4.2 Additional charges such as cost of forwarding calls, use of meeting rooms, post forwarding, photocopying etc, will be invoiced one month in arrears.

4.3 The Service Fee and all additional charges must be paid by direct debit.

4.4 Any Service Fee paid late will be subject to interest at the rate of 8% above the Bank of England base rate and in accordance with the Late Payment of

Commercial Debts (Interest) Act 1998. Interest will be charged from the date due to the date of payment to us in cleared funds

4.5 We may withhold any or all of the services and facilities whilst there are any outstanding Service Fees or if you are in breach of this Agreement

5. Our Rights and Responsibility

5.1 We shall be responsible for:

5.2 Kings House Business Centre and Royal Mail will not permit post redirection services from the business address under any circumstances.

5.3 Kings House Business Centre reserve the right to cease Services to you without notice if it feels that the address is being used for immoral or illegal purposes.

6. Data Protection Act 1998

6.1 Under the Data Protection Act of 1998 we reserve the right to appoint third party suppliers, debt collection and tracing agents in the event of any future default or any breach of any terms or conditions.

7 Money Laundering Regulations 2003 and the Proceeds of Crime Act 2002.

7.1 We operate our business in accordance with the above regulations and if necessary will make such inquiries as may be deemed appropriate from time to time and may report any unusual transactions to the appropriate authorities. Proper forms of identification (e.g. passport) will therefore be required

Licensee Signature _____

Licensee Print Name _____

Date _____

Service Arrangements

Business Address

How would you like us to deal with your mail?

1. Notify me by
Telephone (number required)
Email (email required)
2. I will collect my post during business hours
3. Forward the post on to me (postage charge will apply)
4. Scan and email my post to me
5. Please note any special instructions below

Virtual PA

How would you like us to deal with your telephone calls?

1. Redirect all calls to me
2. Answer my calls in my business name and take a message
3. Send all messages to me via email
4. Please note any special instructions below