

AVENUE BUSINESS CENTRE

STRAIGHTFORWARD OFFICE SOLUTIONS FOR BUSINESSES

Avenue Business Centre Partnership
 Partners: Gary Dobbie, Johanna Dobbie
 17 New Road Avenue,
 Chatham,
 Kent, ME4 6BA
 Tel: 01634 821100
 Fax: 01634 831255

Application Form

Contact Name	<input type="text"/>	Job Title	<input type="text"/>
Company Name	<input type="text"/>	Email	<input type="text"/>
Company Activity	<input type="text"/>		
Registered Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone / Fax	<input type="text"/> / <input type="text"/>		
Invoicing Address (If different from above)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Accounts Contact	<input type="text"/>	Telephone	<input type="text"/>

Package Selection

Contract Start Date Term (Min 6 months)

Prices below are recurring monthly costs. Variable costs such as call charges and other 'per item' charges will be invoiced monthly according to usage; all packages require a months deposit in advance along with first months payment. For more detailed product description and price please refer to the welcome brochure

select package name and reference

<input type="checkbox"/>	VO/01 - Bronze Package	Quantity	<input type="text"/>£15.00 per calendar month	Total	<input type="text"/>
<input type="checkbox"/>	VO/02 - Bronze Plus Package	Quantity	<input type="text"/>£22.50 per calendar month	Total	<input type="text"/>
<input type="checkbox"/>	VO/03 - Silver Package	Quantity	<input type="text"/>£30.00 per calendar month	Total	<input type="text"/>
<input type="checkbox"/>	VO/04 - Gold Package	Quantity	<input type="text"/>£45.00 per calendar month	Total	<input type="text"/>
<input type="checkbox"/>	VO/05 - Platinum Package	Quantity	<input type="text"/>£65.00 per calendar month	Total	<input type="text"/>
<input type="checkbox"/>	VO/06 - Diamond Package	Quantity	<input type="text"/>£95.00 per calendar month	Total	<input type="text"/>

Total monthly fee (VAT is not charged)

Payment

Payment due with this agreement includes one month's recurring costs in advance (including VAT) plus a refundable deposit of two months recurring costs in advance (excluding VAT)

Total Monthly fee exc. VAT
 Deposit =2 x monthly fee exc. VAT

Total Due with Agreement
 (Cheque enclosed - see over for payee details and addresses)

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Mail Preferences

Names of nominated persons	<input type="text"/>		
	<input type="text"/>		
Address for mail forwarding	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Additional forwarding address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Name of person(s) collecting up mail	<input type="text"/>		
Frequency of mail forwarding (if app)	<input type="text"/>		
Do you require junk filtering (leaflets, brochure, catalogues)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Telephone Preferences

How would you like your telephone calls to be answered?	<input type="text"/>
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Designated forwarding telephone numbers

Number	<input type="text"/>	Name	<input type="text"/>
Number	<input type="text"/>	Name	<input type="text"/>
Number	<input type="text"/>	Name	<input type="text"/>

Will you require a free 0845 number? Yes please include my free* 0845 number No thanks, I am not interested

Will you be requiring a fax line Yes please, I would like to rent a fax line No thanks, I am not interested

- I would like to pick up my faxes from the business centre at regular intervals
- I would like to have my faxes posted to me at intervals I state below
- I would like to have my faxes scanned and sent to me via the email address I provide below
- I would like to have my faxes scanned and sent to me via the email address I provide below
- I would like to have my faxes resent to another fax number given below

Frequency of the above options

Every time Once Daily Every 2 days Once a week Other _____

Forwarding Email Address

Forwarding Fax Number

Where did you hear about Avenue Business Centre?

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What voicemail
message would you
prefer (if app)

Call treatment – dependant on package

- I would like all calls forwarded to my designated number
- I would like all calls diverted to my voicemail
- I would like to be called and given the option of whether I want to take my call or not
- Other _____

Will you be using Avenue Business Centre as your registered address? Yes No

Are you happy for us to include your details on our website (if app) Yes No

Would you like to hear information on our available offices? Yes No

Any additional items or
conditions required?

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Terms and conditions

1. The Agreement

- 1.1 Avenue Business Centre Partnership grants to the client the rights and will provide virtual services as per the schedule and preference selected overleaf in return for the payment agreed overleaf subject to the terms and conditions stated below.
- 1.2 The client agrees to make payments on time and comply with the terms and conditions as per this contract in return for the rights and virtual services and period stated.
- 1.3 The commencement date is stated overleaf

2. The services

- 2.1 Avenue Business Centre Partnership will for the period stated provide the virtual office solution services stated overleaf
- 2.2 Avenue Business Centre Partnership will for the period of this agreement provide such additional services as may be stated overleaf between the hours of 09:00 am until 16.30pm Monday through Friday, excluding bank holiday Mondays, as requested by the client, charged at Avenue Business Centre Partnership's current rates, as agreed by the client overleaf

3. The conditions,

- 3.1 When the client utilises Avenue Business Centre Partnership's meetings rooms they agree that:
- 3.2 They will be used for general meeting use any other use is not permitted
- 3.3 The client shall leave the meeting room in good condition and is responsible for disposing any rubbish or items which they have brought into the meeting room. The client will also notify Avenue Business Centre Partnership of any damages caused to the room and fixtures and fittings caused either by the client, the client's employees or the client's visitors. The client will liable for any damage caused during the rental of the meeting and also cost of any extra cleaning beyond reasonable use.
- 3.4 The client recognises that the common areas of the building are shared with other visitors and licensees of the building, and agree to respect the interests of these individuals
- 3.5 No animals of any kind are permitted in the building in any circumstances
- 3.6 Rooms are hired on an exclusive basis and rates are dependant on virtual office package type.

4. Payments

- 4.1 In payment of the virtual office solution fees, Avenue Business Centre Partnership shall take initial payment either by cash or debit/credit payment as set out in the agreement and agrees to receive payment by standing order there after as specified in the standing order attached
- 4.2 The client shall pay on demand the amount owed for use of any of the services provided by Avenue Business Centre Partnership (such demands made on monthly intervals, unless the account is paid yearly in advance, subsequently demands will be made yearly)
- 4.3 The client shall in addition to the virtual office solution service fees, re-imburse Avenue Business Centre Partnership for any exceptional costs Avenue Business Centre Partnership may incur by reason of granting the rights and providing virtual office solutions for the client, such exceptional costs must be reimbursed within ten working days of the client being notified hereof
- 4.4 Avenue Business Centre Partnership reserves the right to require payment in advance of Avenue Business Centre Partnership's estimated charges for the use of the meeting room and mail forwarding without having to specify a reason therefore and such estimated charges shall be paid within ten working days of notification to the client, if any monies are still outstanding by the date of involving due the estimation of costs, these monies will either be reimbursed to the client or will be deducted from the next amount payable.
- 4.5 The deposit shall be paid by the client upon signing this agreement. Avenue Business Centre Partnership shall, within 28 days after the expiration of this contract, return the deposit paid by the client less any amounts owed to Avenue Business Centre Partnership by the client. The amounts deducted will be detailed in the final receipt.
- 4.6 Upon reserving the use of the meeting room the client is required to pay a £10 deposit, this is a non-returnable deposit which will cover costs if in the event that if in the event that the client fails to attend or cancels the booking with less than one weeks notice. This deposit will be deducted from the amount payable upon use of the meeting room
- 4.7 If any payment reasonably demanded by Avenue Business Centre Partnership is not honoured, Avenue Business Centre Partnership shall be entitled to charged interest of 4% above base lending rate on any outstanding amounts, this will be charged on a weekly basis until the outstanding amount is settled, virtual office solution services will be suspended until the outstanding balance is repaid.
- 4.8 In the event of no settlement Avenue Business Centre Partnership will be entitled to exclude the client from further use of the virtual office solution services by terminating this agreement without notice and seeking legal action to recover the outstanding amount plus any charges reasonably incurred.

5. Terms

- 5.1 This agreement shall continue for the minimum period from the commencement date or terminated in accordance with subclause 5.2 below and if not terminated pursuant to subclause shall continue until it is terminated by either party giving one calendar month written notice
- 5.2 Avenue Business Centre Partnership may terminate this contract forthwith if the client commits any breach of this agreement or if Avenue Business Centre Partnership has reason to believe the company or named client may become insolvent.
- 5.3 No parcels, chattels or packets other than letters addressed to the client will be accepted without prior written permission. Avenue Business Centre Partnership shall bear no responsibility to the client, sender or any third party for the refusal of such items without the client having gained prior permission to receive such items
- 5.4 Avenue Business Centre Partnership in its absolute discretion shall be entitled to (i) return any parcels, facsimile or mail which has not been collected within ten days of receipt, unless otherwise agreed in writing (if the client has opted to collect any of the items listed previously) (ii) refuse to accept any items referred to in subclause 5.3 above (iii) refuse to accept any quantity of items it considers to be unreasonable
- 5.5 Meeting rooms must be booked two weeks in advance of the date(s) needed and will be available to all clients on a first come first served basis. Avenue Business Centre Partnership does not guarantee that all services will be available to clients when requested, and accepts no responsibility or liability in the event of services not being available without prior booking.
- 5.6 Avenue Business Centre Partnership excludes all liability for any loss damage or costs of mail facsimile or packages resulting from any act or omission of Avenue Business Centre Partnership, its servants or its agents
- 5.7 The client warrants that it will not use the rights or virtual office solutions services for any obscene, illegal, immoral or defamatory purposes and will not in any way bring Avenue Business Centre Partnership of anything associated with into disrepute
- 5.8 The client may not use Avenue Business Centre Partnership premises to receive trading mail unless the package they have specified gives express permission to do so. At their own discretion, Avenue Business Centre Partnership reserves the right to either (i) terminate the agreement immediately and impose a £100 charge in the event of any breach of this provision (ii) automatically upgrade the package to a package which does specify permission to receive trade mail.
- 5.9 This agreement is personal to the client and is not to be assigned or sub contracted to any other persons than the person stated
- 5.10 This agreement shall be governed by and construed for and in all purpose in accordance of the law of the governing country and is in addition to your statutory rights.
- 5.11 All initial payments will be charged up until the first of the month and will be charged monthly thereon, this means the client will always be charged the fee on the first of every month.

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Instructions

Please send your completed application form, together with your cheque to the address below or fax to us. All initial payments are required by cheque and by bacs payment thereafter. Please enclose a copy of you driving license or passport; we regret that we cannot process an application without this.

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ME4 6BA

Tel: 01634 821100 Fax: 01634 831255

Email: applications@avenuebusinesscentre.co.uk

Our bacs details are as follows:

Company Name: Avenue Business Centre Partnership

Bank: Abbey Bank

Account Number: 41772117

Sort Code: 09-06-66

I confirm that I have read and understood the conditions above and have provided to the best of my knowledge information which is true and up to date for the named company. I understand that additional items will be charged on top of my monthly fee and are payable within seven days of invoicing

Please ensure that all questions which are applicable have been answered and ensure that each page has been initialed

For and on behalf of the client

Name (printed) Signed Date

For and on behalf of Avenue Business Centre

Name (printed) Signed Date

Avenue Business Centre is the generic trading name of Avenue Business Centre Partnership 17 New Road, Chatham, Kent, ME4 6BA. For the purposes of this agreement, the 'Provider' is the Avenue Business Centre Partnership and the 'Client' is the signatory to this agreement.