

UK VIRTUAL ADDRESS

www.ukvirtualaddress.com

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"/>

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.