

UK VIRTUAL ADDRESS

www.ukvirtualaddress.com

UK VIRTUAL ADDRESS BUSINESS CENTRE: TERMS AND CONDITIONS OF CONTRACT

This Agreement is between UK VIRTUAL ADDRESS BUSINESS CENTRE (UK VA) and you ("you" or "the Customer"), as an authorised user of UK VA services, and governs the terms and conditions of your use of the UK VA services. This Agreement, together with any operating rules, policies, price schedules, or other supplemental documents, constitutes the entire agreement between UK VIRTUAL ADDRESS BUSINESS CENTRE and you regarding the UK VA 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 UK VIRTUAL ADDRESS BUSINESS CENTRE to you either now or in the future. By using UK VIRTUAL ADDRESS 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. UK VIRTUAL ADDRESS BUSINESS CENTRE : Services

UK VA 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.**

UK VIRTUAL ADDRESS 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 UK VA 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 UK VA service for the delivery of unreasonably large items of mail; or if the UK VA service is being used for the storage or delivery of items of value.

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

The UK VA service is not to be used for the storage or delivery of items of value. UK VA has no knowledge of the value of any item of mail and will not accept notification of value. UK VA 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. UK VIRTUAL ADDRESS BUSINESS CENTRE simply acts as a passive conduit for you to send and receive information of your own choosing. However, UK VA reserves the right to take any action with respect to the services that UK VA deems necessary or appropriate in its sole discretion if UK VA believes you or your information may create liability for UK VA, compromise or disrupt the services for you or other Customers, or cause UK VA to lose (in whole or in part) the services of UK VA'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

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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.

By signing this contract, you are agreeing to follow all UK laws and not to use our services for any criminal activities. If we suspect you are carrying out any criminal activities, we will report this to the relevant authorities and therefore we will terminate your agreement without any notice.

3. Termination.

You may terminate your UK VA account at any time, upon two calendar month's written notice. UK VA also reserves the right to terminate or suspend your UK VA 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 UK VA services and to comply with your responsibilities and obligations as stated in this Agreement.

5. Modifications to Services.

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

6. Charges & Payments

You agree to pay all charges for your use of UK VA 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 UK VA of changes to your billing address. If the Customer fails to make any Payment UK VA shall have a lien over all unforwarded items until such payments are duly paid. UK VA reserves the right to suspend or terminate your UK VA 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 UK VA. Ownership of any such telephone number is vested solely in UK VA (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 UK VA account for any reason, such telephone number may be re-assigned immediately to another customer, and you agree that UK VA 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 UK VA has been advised of the possibility of such damages.

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TARIFF LIST

Photocopying		Laminating	
A4	£0.08	A4 Laminating	£1.00 per sheet
A4 double sided	£0.10	A3 Laminating	£1.50 per sheet
A3	£0.12		
A3 double sided	£0.15	Telephone Charges	
Colour Printing		DDI Telephone N ^o	£16.00 per line / month
A4	£0.30	Further lines are available at an additional charge	
A4 double sided	£0.50	Trunked External Calls	£0.10 + call cost (min charge £0.50)
A3	£0.60	Forward Messaging	£0.50 per message
A3 double sided	£1.00	Broadband Charges	
Meeting Room		Wireless Broadband facilities	£30.00 per month
Hourly	£8.50	Daily Rate (Meeting Room)	£5.00 per day
Daily	£50.00	Postage	
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		Cost calculated and despatched at Post Office rates + 10%	
Beverages		UK Recorded and Special Deliveries can be arrange through Reception	
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		
Please note that the above services are subject to VAT at the standard rate.			