

VIRTUAL OFFICE SERVICE APPLICATION FORM

Company name: _____ Client Name: _____

Address: _____

City/ Town: _____ Post Code: _____

Home phone: _____ Mobile: _____

Work Phone: _____ Fax: _____

Email: _____ Website: _____

Business Description: _____

_____ Legal Structure: _____

Other business names: _____

Required from: _____ Expiry date: _____

Please tick which service you require

- Option 1 £5 per week Post box only
- Option 2 £5.40 per week Post box + 1hr meeting room hire once per month
- Option 3 £10.50 per week post box + 1hr meeting room hire once per month, phone number, fax number and call diversion

Postal collection times: 8.30am – 5.00pm Monday to Friday

The mailing address for the mailbox service will be:

(Name of company) _____ 95 Miles Road, Mitcham, CR4 3FH

Declaration

This agreement is made on the _____ day of _____ 2014 between M.C.C. of 95 Miles Road, Mitcham, CR4 3FH and _____

I have read and agree to abide by the published Terms and Conditions on the reverse side of this form

Customer Signature (sign here) _____ **Date** _____

Terms & Conditions of Rental

IT IS HEREBY AGREED AS FOLLOWS:-

Subject to the customer observing the Terms and Conditions set out below, MCC Ltd ("MCC Ltd") agrees to provide a mailbox service ("The Mail Box Service") to the customer ("the Customer") for the term ("the Term") at the premises ("the Premises") specified above.

1. The Mail Box Service provided by MCC Ltd will consist of the following services:
 - i) MCC Ltd will provide the Customer with a business mailing address at the Premises for £40, such sum being the registration fee for the service.
 - ii) MCC Ltd will receive on the customers behalf from the Royal Mail or any statutory or other body authorised from time to time by law to operate a mail delivery service all pre-paid mail addressed to the Customer's mail box and will deposit the same in the Customer's mail box.
 - iii) MCC Ltd will receive on the Customer's behalf items of registered or recorded delivery mail, provided that if the Customer refuses to accept any such items the Customer will pay costs or fees associated with its refusal or return.
 - iv) MCC Ltd will receive items requiring cash on delivery, subject to the Customer making advance arrangements for their receipt and
 - v) payments by MCC Ltd to the satisfaction of MCC Ltd
2. Payment for the mailing service ("the Payment") is payable in full in advance. There will be no refunds for the Customer of the mailing service or any part of it.
3. MCC Ltd may in its absolute discretion refuse to accept delivery of any item for any reason, including, without limitation, that
 - i) There is no or insufficient prepaid postage; or any Payment is outstanding; or
 - ii) If it appears to MCC Ltd in its opinion that delivery of the item is in breach of Condition 6 of these Terms and Conditions; or if the Customer is using the mailing service for the delivery of unreasonably large items of mail or an unreasonable volume of items of mail; or if the mailing service is being used for the storage or delivery of items of value.
 - iii) If MCC Ltd refuses to accept an item from or for a Customer, it will endeavour to inform the Customer at the Customer's last known address of that decision but MCC Ltd shall not be responsible for any loss, damage or other consequences to the Customer or any third party.
4. If the customer fails to make any payment thirty days after that Payment becomes due or if the Customer breaches any of these Terms and Conditions. MCC Ltd shall be entitled at any time thereafter to terminate the Mail Box Service forthwith without prejudice to any right of action or remedy of MCC Ltd in respect of any antecedent claim or breach of condition. The customer following termination hereby authorises MCC Ltd at The Generator Business Centre absolute discretion either to destroy any items of mail addresses to the Customer or any items on the Premises which are the property of the Customer, or to return them to sender, or to return them to the last known address of the Customer at the Customer's risk. A late fee of £5.00 will be charged if the payment is not received within five (5) days of the due date. If the payments or other sums are outstanding to MCC Ltd, MCC Ltd shall have a lien over all uncollected items until such payments are duly paid.
5. The Customer undertakes:
 - i) Not to use the Service for any illegal, immoral, obscene or defamatory purpose and if it does so it
 - ii) Acknowledges that MCC Ltd may report the same to the Police or other relevant authority; and
 - iii) Not to send or deliver or cause to permit to be sent or delivered to the Premises any illegal, defamatory, obscene or bulky objects or material.
6. If the customer fails to remove any item of Mail within one month after a notice to that effect has been deposited in the Customer's Mail Box ("the Notice Date") then the Customer hereby authorises MCC Ltd in its absolute discretion, either to destroy such items or to return them either to the Customer at the Customer's last known address or to the sender at any time after the Notice Date without further notice to the Customer. MCC Ltd's costs or expenses incurred in connection with this Condition will be paid by the Customer to MCC Ltd in full upon demand.
7. Subject to the provisions of Condition 2 of these Terms and Conditions, the Customer may terminate the Mail Box service at any time.

MAILING SERVICE AGREEMENT

8. The Customer may, with prior arrangement authorise up to two other people to collect mail on their behalf upon presentation of two forms of ID.
9. The customer will indemnify MCC Ltd against any expense, liability, loss, claim or proceedings incurred by MCC Ltd arising out of or in the course of the use by the Customer of the mail service or items deposited in the mail box, except to the extent that the same is caused by the negligence of MCC Ltd.
10. The Mailing Service is not to be used for the storage or delivery of items of value. MCC Ltd has no knowledge of the value of the item of mail and will not accept notification of value. Accordingly, the liability of MCC Ltd in respect of any damage or loss of any kind whatsoever is limited to £5 for each claim and in aggregate shall not exceed the amount of the payment in any term.
11. MCC Ltd shall not in any event be liable for any indirect or consequential loss, including loss of profit, however it may arise, nor any liabilities, costs, claims, demands or expenses arising from any events beyond its control including, but not limited to, any loss, damage, delay or mis-delivery on the part of the Royal Mail or any other body operating a mail delivery service.
12.
 - i.) The rights and obligations of MCC Ltd and the customer under this agreement shall be governed and construed in accordance with English Law.
 - ii) The Customer may not assign any of its rights or benefits hereunder.
 - iii) These Terms and Conditions shall not prevail notwithstanding any conflict with the Terms and Conditions of any order or contract submitted by the Customer in respect of the Mailing Service or any other services provided by MCC Ltd
13. The Customer authorises MCC Ltd and any of its representatives to sign at their discretion and on the Customers behalf for any deliveries addressed to the Customer's mailbox address.

MAILBOX & START UP PACKAGE POLICIES

1. Two forms of identification are required. One 'proof of identity must carry a photograph and a signature of the individual applying for the mailing service. The other, a proof of address, must contain the most current and valid address. A copy of the ID will be kept on file and will only be disclosed if requested by the Police, Customs & Excise, Inland Revenue, Trading Standard or other appropriate legal authority. (Suitable ID includes Passport, Driving Licence, Bank reference, recent utility bill.)
2. Additional names listed will be charged at £5.00 per name per month.
3. Packages received for Mailbox holders will be held for one week at no extra charge, after which there will be a charge of 50p per package per day or fraction thereof.
4. Mailbox holders may check by telephone to see if they have mail. For security reasons, we will not open and read mail or tell who it is from.
5. The charges for mail forwarding are £2.50 + postage and applies each time mail is forwarded.
6. Mail box holders who receive more mail than their box can hold for more than 50% of the time may be subject to a charge equivalent to the current mailbox service charge, at the discretion of MCC Ltd
7. Option 4 Start Up Package Offer entitles the use of a Post Box address only for six months free of charge. This offer is only entitled to those who have just started their business or are about to and are Merton borough residents or trading in the Merton borough. Proof of business registration must be provided to be eligible for this offer. Offer expires 31st December 2012