

Virtual office / Business Identity Program Contract

EFFECTIVE DATE _____

TERM _____ FROM _____ TO _____

List all other names which you may receive mail _____

How would you like for your phone to be answered?

_N/A_____

Will you be using Premier Executive Suites network copier/scanner? ___YES ___NO If yes, provide a 4 digit code _____

List all contact information name, phone number, cell number and email address:

Name: _____

May we give out ___YES ___NO

Phone Number: _____

May we give out ___YES ___NO

Cell Number: _____

May we give out ___YES ___NO

Email: _____

May we give out ___YES ___NO

List names of all individuals who might receive calls _____

COMPANY INFORMATION (This section must be completed to start service)

Type of business: _____

Complete Billing Address: _____

Business Phone: _____

PERSONAL INFORMATION (This section must be completed to start service)

Full Name: _____ Tax ID#: _____

Complete Home Address: _____

Home Phone: _____ Driver's License # _____ State _____

Terms: Make checks payable to **Premier Executive Suites**. We can auto debit at no charge or you can use your credit card for a \$3.00 processing fee. At Client's request, Premier Executive Suites will forward all of Client's mail every Friday to an address specified by Client (if different from address above) for a \$5.00 fee per mailing plus postage. Client may utilize Premier Executive Suites facilities Monday – Friday during normal business hours only (9 to 5). Payments are due

on the 1st day of the month. If payments are not received by the 5th, service may be terminated. Client must submit notice to terminate service 30 days in advance in writing.

CHECK ONE	CHOICES	SERVICES	MONTHLY FEE
	OPTION 1	Mail Service	\$75 month w/6mo agreement
incl	Additional	Large Conference Room	\$35/hour {Pay as Needed}
incl	Additional	Small Conference Room	\$25/hour {Pay as Needed}

DATE	HOW MANY HOURS	FEE

To activate services, please submit payment to **Premier Executive Suites**. By signing below, I agree to the above terms, conditions and cost.

Company Representative

Date

Premier Executive Suites Representative

Date



Credit Card Information

Client must submit notice to terminate service 30 days prior to their contract end date or contract will renew automatically per the terms of the original contract.