

# Monthly Service Agreement



Please select the package(s) required by ticking the appropriate box

<input checked="" type="checkbox"/>	Virtual Office Membership (Address Package) – (12 Months)	\$44 p/month
<input type="checkbox"/>	Virtual Office Membership (Address Package) – (6 Months)	\$55 p/month
<input type="checkbox"/>	Mail redirection, mail redirection can be tailored to your business requirements and sent to you twice weekly, weekly fortnightly or monthly	\$8 per cycle plus postage

Client

details

Name of Member Michael Ford

Signature (Signed for and on behalf of the Member)

Referred to as the ("The Guarantor") I hereby agree to comply with the terms and conditions as set out on the following page.

Home Address 69 Amelia St Fortitude Valley 4006

City State Postcode Country

Telephone 0417362427 Fax Mobile

michael@splattlawyers.com.au

Company details

Company Name Splatt Lawyers

Australian Business 31 614 286 538

Company Street Address 69 Amelia St Fortitude Valley 4006

City State Postcode Country

Telephone 1800 700 125 Fax Mobile

Website www.splattlawyers.com.au Email claim@splattlawyers.com.au

Commencement date

Method of payment

Monthly charges: Payment for service charges and/or rent is to be made by credit card deduction. I provide the particulars listed below by way of authorisation of such deductions, including the signature of the person authorized to use such credit, the authority of whom is hereby warranted by myself.

Credit Card  American Express  MasterCard  VISA

Name of Cardholder Card Number

Expiry Date ID (AMEX) Card Verification Number

Please enter the unique security code (Verification Number) on your card for the following cards:

VISA/MasterCard/Diners Club/JCB: last three digit code on the back of the card. AMEX: four digit code on the front of the card.

I agree to the Terms & Conditions as set out on the following page.

Cardholder signature:

To activate your membership, send your signed Agreement by email info@basevirtual.com.au

To complete your Virtual Office Agreement, acceptable 100 point identification documentation is required.

# Terms & Conditions

**MEMBERSHIP FEES:** The membership fees must be paid monthly in advance on the first day of each month. In respect of any broken period a pro-rata adjustment shall be made.

**BILLING & SECURITY DEPOSIT:** Credit card or direct debit billing is a requirement of membership. The Member irrevocably authorises Base Virtual Offices to deduct all amounts charged to the Member by Base Virtual Offices on such credit card / direct debit account at any time during any billing period. Base Virtual Offices reserves the right to require a security deposit and agrees to notify the Member of such a requirement in advance. Should a security deposit be required, refund of security deposit shall be made on request to the Member 5 days after the termination of the Agreement. The security deposit shall not be deemed as advance payment however Base Virtual Offices is entitled to deduct from the security deposit any monies owed to Base Virtual Offices for services provided. Such deduction shall not be deemed to waive any breach by the Member of this Agreement. Base Virtual Offices shall have the right to pursue the Member for monies owed under this agreement, including but not limited to forwarding the Member's contact information to legal advisors, collection agencies and credit reporting bodies, which may result in listing a default against the Member and/or Guarantor where applicable.

**COSTS:** The Member will be responsible for Base Virtual Offices reasonable costs in recovering any monies owed under this Service agreement.

**TERMINATION:** After your initial contract period, you will be on a month to month contract. You may terminate the contract anytime after the end of your initial contract period. Notice to terminate must be received in writing with one months' notice. Receipt of termination notification and the termination date will be confirmed in writing by Base Virtual Offices. Only once this confirmation has taken place will outstanding fees be confirmed. Base Virtual Offices reserves the right to terminate this agreement immediately in the event that its team members are being harassed by the Member or persons attempting to contact the Member. Should Base Virtual Offices have reason to suspect immoral, unethical, illegal or fraudulent business practice it reserves the right to immediately terminate this agreement and all services being provided and to notify the appropriate authorities without notice.

**SERVICES:** The services provided by Base Virtual Offices may vary at Base Virtual Offices' absolute discretion during the term of membership and shall be provided during Base Virtual Offices' normal business hours. Services charged include, but are not limited to: telephone calls, excessive incoming calls, secretarial services, photocopying and printing, facsimiles, postage and courier services, sundries (including stationery), conference room and private office rental, refreshments, email and Internet. Base Virtual Offices retains the right not to accept any excessively large, unreasonable or unlawful packages. All services are to be paid seven days after date of invoice.

**CANCELLATION POLICY:** Cancellation of resources and facilities within 24 hours incurs a 100% charge and cancellation within 48 hours incurs a 50% charge.

**INCREASES:** The Member shall pay during the term of this agreement all charges for services rendered at the rates stipulated and documented by Base Virtual Offices at its absolute discretion. The Member agrees that Base Virtual Offices reserves the right to change the charges for such services upon giving one month written notice of such change. Changes in membership fees will not take effect during your initial contract period.

**INDEMNITY CLAUSE:** Base Virtual Offices shall be expressly indemnified by the Member against any loss and/or damage which is caused by corruption of data or any loss of information from hardware, software, mechanical, Internet damage or any errors by Base Virtual Offices Team Members. The Member guarantees not to use any Base Virtual Offices service for immoral or illegal purposes.

**GUARANTOR:** In consideration of Base Virtual Offices entering into this Agreement with the Member, the Guarantor, for himself or herself and each of their executors and administrators, unconditionally agrees that they and each of them will be with the Member jointly and severally liable to Base Virtual Offices for the payment of the membership fee and all other monies payable by the Member and also for the due performance of all the terms and conditions on the part of the Member contained or implied in this document.

**100 POINTS OF IDENTIFICATION:** It is a requirement to provide acceptable 100 point identification documentation ("the Documentation"). If Base Virtual Offices does not receive the Documentation from the Member it has the right at its absolute discretion to terminate the membership.