

LONDON REGISTERED OFFICE ADDRESS

Contact Name: _____ Company Name: _____
Address: _____
Telephone No: _____ Fax: _____
Mobile: _____ Email: _____

SERVICES

Address: **Your Company Name, Dalton House, 60 Windsor Avenue, London SW19 2RR**
Receive Mail: **Mail forwarded DAILY / WEEKLY / MONTHLY (Delete as required)**

Fees	Quarterly	Biannually	Annually
Before VAT	£30	£50	£75
Initial Payment Inc VAT	£35.25	£58.75	£88.13
Refundable Holding Deposit	£35	£35	£35
Total including VAT	£70.25	£93.75	£123.13

CHARGES

Mail Forwarding: **Bulk forwarding (not per item) is charged at £1.35 plus postage**

I have read, understood and accept the attached terms & conditions including the fees and charges stated for the above services to be provided by London Virtual Office Solutions Ltd. Please complete the attached forms and return them via scan & email, fax or to the address above.

Signed: _____ Date: _____

Date Service to begin: _____

I wish to pay by (delete as appropriate):

Monthly—Standing Order Mandate (or Credit Card Direct Debit—complete the form below)

Cheque/Postal Order—Payable to London Office, Dalton House, 60 Windsor Avenue, London SW19 2RR

Paypal— Pay info@lvos.com

Bank Transfer—HSBC, Clapham Junction branch, Sort Code 40-02-16, Account No: 31538616, Account Name:

London Virtual Office Solutions Ltd. IBAN No: GB33MIDL4002163153616. Swift Code: MIDLGB22

Money Order — please contact us for more details

Credit Card—<https://www.londonoffice.co.uk/payment> or complete the form below:

I authorise you to deduct the initial payment from my card immediately then deduct subsequent monthly/quarterly/bi-annual/annual fees when due, as per my invoice until further notice. I will advise you in writing immediately if the card becomes lost, stolen or if I wish to close my card account or cancel the authority.

Credit/Debit card No: _____ Start Date (if any): _____ Expiry Date: _____

Name on Card: _____ Security Code: _____ Issue No: _____
(last 3 figures above signature)

Statement Address: _____
(if not shown above)

Cardholder Signature: _____

STANDING ORDER MANDATE

To: _____ Bank

Branch: _____

Address: _____

Postcode: _____

Account Name: _____

Sort Code: _____ Account No: _____

Please pay HSBC Bank PLC, Clapham Junction Branch, 240 Lavender Hill, Battersea, London SW11 1LH. For the Credit of:

London Virtual Office Solutions Ltd
Account No: **31538616** Sort Code: **40-02-16**

Quoting Ref: _____

The sum of **£** : **immediately then £** : on the ____ day monthly thereafter and debit my/our account accordingly until cancelled by me/us in writing.

Signature: _____ Date: _____

LONDON OFFICE Registration Form (Limited Company)

Please use **BLOCK** letters. Where a full name is required give all forenames.

Business Trading name		
Current Business trading address – Is this address where mail is to be forwarded to?		YES / NO
Registered Company Name & Company Number		
Limited Company Registered Office Address		
Company Telephone No/Fax No:		
Nature / type of business		
Company Email & Website address:		

SECTION TWO –Appointed representative/principal contact and others requiring this service

Note: Mail can only be forwarded to the business trading address or to the principal contact's personal address below. A mail forwarding address or PO Box is not permitted for the forwarding address. Please provide a passport number or driving licence number as requested below.

Name:		Position:	
Address			
Postcode:		Date of Birth	
Landline No.		Fax No.	
Mobile No:		Email:	
Passport No:	(The long number at bottom of photo)	Driving Licence No:	

please list additional partners/directors also any others who may use the service below

FULL NAME & POSITION OR TITLE (BLOCK LETTERS)	DATE OF BIRTH	FULL POSTAL ADDRESS
2. / /	
3. / /	
4. / /	

SECTION THREE - THE MAILING, ACCOMMODATION AND INTERNET LOCATIONS SCHEME - M.A.I.L. (operated by the TRADING STANDARDS SERVICE) AND MONEY LAUNDERING REGULATIONS 2007

I understand that, under the Money Laundering Regulations 2007 and M.A.I.L. Scheme, I give my/our permission for the above details to be checked electronically and/or provide original or copy paper documents that may be requested at anytime to verify our identity.

All details provided may be passed to law enforcement and other investigative organisations if requested in accordance with the above scheme and regulations.

I accept the current Terms & Conditions shown overleaf.

Principal Signature:	Date: / /
2 nd Signature:	Date: / /
3 rd Signature:	Date: / /
4 th Signature:	Date: / /

LONDON OFFICE

TERMS & CONDITIONS

1. Services such as telephone answering, mailing address, fax forwarding and other virtual office services are provided by London Virtual Office Solutions Ltd trading as London Office. Registered in England, Company Number: 4667938. VAT Registration Number: GB 809 1134 50. Money Laundering Registration Number: 12305557. Our principal business address & registered office is Dalton House, 60 Windsor Avenue, London SW19 2RR. Tel: 020 8417 1605 Fax: 020 8417 1609. info@lvos.com, www.londonoffice.co.uk. We may ask partner companies to supply part or all of the service on our behalf but London Office remains the principal provider of these services.
2. The minimum period of service for telephone, fax and mail services is three months. Beyond two months, either party may terminate services by giving one calendar month's notice by email or in writing for which an acknowledgment has also been received. We reserve the right to terminate the service without notice or refund if any of these terms have been breached or it is our belief that the service has been used for illegal, immoral or improper purposes. Upon termination of service, you must take all reasonable steps to notify all your contacts using this office of your new address, telephone number(s) & fax number(s) or the termination of use of your address, telephone number(s) or fax number(s).
3. The appropriate set-up fee, holding deposit & service fee are payable in advance and our credit terms is payment within 7 days of invoice issue. We may at anytime increase the holding deposit amount to cover usage charges in a three month period. If the service fee or usage charges are not paid when due or credit/debit card details have been declined,, the service may be immediately suspended without notice and a late payment compensation fee of £35 plus VAT (£41.13 including VAT) will then be levied and is payable before your service can be reactivated. All calls, messages, faxes and mail items received shall be held and can only be collected or forwarded when such payment is made. If payment has not been received seven days after service has been suspended then the service may be deemed to have terminated. All mail held by us at termination of service shall be returned to sender or destroyed, as appropriate. Outstanding monies will be deducted from the holding deposit. Any outstanding monies beyond the amount of the holding deposit may be recovered by a debt collection agency or through a claim to the relevant County Court.
4. To receive our services you must provide us with information to confirm your identity, company identity, address and other contact details as indicated in our registration form. We may, on demand, at the beginning or any time during provision of service, require specific original or copy documents to confirm and verify details that you have provided us. Failure to provide such information or documents would result in immediate termination of service without notice or refund. You must inform us immediately by email or in writing of any changes to your contact details, including your email address, or change requests to your service. We reserve the right to suspend or terminate your service if we are unable to contact you appropriately.
5. All mail items received and business information acquired is treated as commercially confidential and will not be disclosed to anyone outside our company or partner companies we use in the provision of your service. We reserve the right, however, by virtue of Section 29 of the Data Protection Act 1998, to disclose information to the police or other enforcement agencies for the purposes of detection and prevention of crime and the apprehension/prosecution of offenders.
6. Mail can be forwarded to the stated forwarding address from any of our addresses. Mail can be collected from our Wimbledon SW19 & Marylebone during normal office hours. Any changes to your stated forwarding address or contact details must be given in writing or sent by email and confirmed by us. A £10 plus VAT (£11.75 including VAT) admin charge is payable for any changes to your stated forwarding address or company/trading name covering updating our files, indexing and ledgers. We cannot accept any packages containing goods or merchandise at any of our addresses unless specifically authorized prior to sending. We reserve the right to open any items before collection or forwarding that may be suspected of containing dangerous, illegal, improper or inflammatory material or substances.
7. If mail items received exceed an average of 75 each month or more than 100 in any given month we reserve the right to charge a levy of £0.10 plus VAT (£0.1175 including VAT) for each item received.
8. The customer agrees that it will not use the services provided for any illegal, immoral or improper purposes and shall fully indemnify London Virtual Office Solutions Limited trading as **LONDON OFFICE** for any costs, expenses or losses, including professional fees, incurred in dealing with any breach or reasonably suspected breach of this provision by the customer.
9. Due to the type of services we provide any compensation claim shall be limited in total to one month's service fee. We cannot accept any compensation claim that is the result of consequential loss and, by accepting these terms you fully agree to indemnify us from any such claim. You also fully agree to indemnify us from any claim, for whatever reason, from a third party and that any such claims will be handled solely and completely between yourself and the third party.
10. We reserve the right to vary any of the above terms & conditions by providing you one month's notice of such variations via an email sent to the current email address held on our records.