

REGISTRATION FORM

IF WE MAY DIVULGE INFORMATION ON THIS PAGE - PLEASE TICK HERE

Full name of your company

Name of contact(s) and positions(s)

Telephone Number

Fax Number

Mobile Phone

Email Address

Website

Registered Business Address

Operating Address

Private Address & Telephone Number

Company Name -

CALLCENTRE@VIRTUALBUSINESSCENTRE.COM - HTTP://WWW.VIRTUALBUSINESSCENTRE.COM

PACKAGES

Please tick ONE of the following packages :

- Primary Package:** £45 + VAT per month, inclusive of the first 15 messages. £1 per message thereafter. I enclose a cheque for £45+ VAT (£52.88) for my first months service fee, plus a £45 refundable deposit. Total initial payment : £97.88
Hours of operation : 8:30am to 6:00pm
- Principal Package:** £65 + VAT per month, inclusive of the first 45 messages. 80p per message thereafter. I enclose a cheque for £65 + VAT (£76.38) for my first months service fee, plus a £65 refundable deposit. Total initial payment : £141.38
Hours of operation : 8:00am to 8:00pm

- Premium Package:** (Please call to discuss individual requirements)
I have spoken to The Virtual Business Centre and my agreed tariff is as follows :

Service Charge per Month	£120.00	Message Quota	100 MSG
Fee Per Msg Over Quota	80p	Sales Order Fee	£1.70
Per Minute Fee For Msgs	N/A	Transfer Quota	N/A

OPTIONAL EXTRAS

tick all appropriate items

- 0871 number (national rate) £10 + VAT per calendar month
- 0845 number (local rate) £10 + VAT per calendar month plus 4.5p per minute of conversation
- 0800 number (freephone number) £10 + VAT per calendar month plus 8.5p per minute of conversation
- Business Address £35 + VAT per calendar month, includes first £5 postal charges
- Voicemail £10 + VAT per calendar month
- Fax Line £15 + VAT per calendar month (faxes forwarded via email)
- CSV Report Weekly £10 + VAT per calendar month (reports forwarded via email)
- Weekend Telephone Answering £30 + VAT per calendar month (calls answered Saturday 8.30am-6.00pm and Sunday 9.00am-6.00pm)
- Out of Hours Telephone Answering £20 + VAT per calendar month (calls answered Monday - Friday 7.00am-8.00pm)

TOTAL AMOUNT
ex. VAT

I HAVE A PROMOTIONAL
CODE!

THE VIRTUAL BUSINESS CENTRE LTD
BRINKWORTH HOUSE, BRINKWORTH, SWINDON, WILTSHIRE, SN15 5DF
PHONE: 01666 511340 - FAX: 01666 511301 - FREEPHONE: 08080 510866

Company Name -

CALLCENTRE@VIRTUALBUSINESSCENTRE.COM - HTTP://WWW.VIRTUALBUSINESSCENTRE.COM

PAYMENT

TOTAL AMOUNT
ex. VAT

Please take my deposit via : Cheque (enclosed)
 Credit Card (Details Below)

Please take my monthly payment via : Direct Debit (Form Attached)
 Credit Card (Details Below)
 Cheque (please contact our Accounts department so we can calculate a new deposit)

Please send all invoicing to : Registered Business Address
 Operating Address
 Private Address
 Email

Credit Card Details : Name :
Cardholders Address :
Card Type VISA MASTERCARD SWITCH DELTA
VALID SINCE : VALID TO :
CVN NUMBER IF SWITCH PLEASE QUOTE ISSUE NUMBER :
CARD NUMBER :

Company Name -

CALLCENTRE@VIRTUALBUSINESSCENTRE.COM - HTTP://WWW.VIRTUALBUSINESSCENTRE.COM

TERMS AND CONDITIONS

Basis of the Agreement between The Virtual Business Centre Ltd (the Company) and the Client.

1. Receipt by the Company of a completed Application Form and the appropriate fee shall be deemed as acceptance of all these Terms and Conditions.
2. Subscription fees are payable one month in advance. A deposit is required with the initial payment.
3. All charges carry VAT with the exception of the deposit and postage and any interest levied.
4. The Company reserves the right to amend or alter its scale of fees without notice and to request additional deposits where monthly usage fees exceed the deposit level.
5. All charges are payable by the 10th of the month following the date of invoice unless paying by Direct Debit in which case payment will be collected on or about the 15th of the month following the date of invoice. The Company reserves the right to terminate the service if payment has not been received within the agreed time. A charge of £50.00 will be levied for reconnection of services.
6. The Company reserves the right to charge interest of 2% per month on invoices not paid by the due date.
7. The Client is required by the police to complete their statutory declaration and if requested to do so the Company will make available to them any relevant information.
8. If, after one month, the Company has not been contacted by the Client with instructions and no notice of termination has been given, the Company reserves the right to continue charging for the service until the deposit is exhausted and the contract will be terminated at the Company's discretion.
9. When terminating the service the Client agrees to give one month's written notice which shall end at a month end.
10. Provision of our service does not extend to Bank Holidays unless previously agreed.
11. The Client agrees with the Company not to carry on any business which could be construed as illegal, defamatory, immoral or obscene and agrees with the Company not to use the address of the Company whether directly or indirectly for any such purpose or purposes.
12. If the Client changes the nature of its business it must so inform the Company in writing.
13. The Company reserves the right to terminate this agreement with any client whose activities they feel might adversely affect it or any of its other clients.
14. The Client may not arrange to divert any telephone numbers to their DDI number with prior notification and approval of the Company.
15. The Client may not use any Virtual Business Centre address nor their DDI telephone numbers for advertising purposes without the prior approval of the Company in writing. Failure to comply with this clause may lead to the service being terminated or significant additional charges being levied without notice.
16. The Client may not use any Virtual Business Centre address as their registered office (unless authorised in writing to do so).
17. The liability of the Company to the Client on account of or in respect of any loss or damage suffered by reason of a failure or delay in providing any service to the Client shall be limited to £50.00.

I/We undertake not to use any of the services until I/We have received acceptance of my/our application.

Signature(s) :

Date :