**Premier Office Suites, LLC**

 **“ Virtual and Day Office Solution”**

 **SERVICE AGREEMENT**

**Please provide the following information:**

First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. FID/SSN#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Web Site Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobil:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Premier Office Suites, LLC**

 **6400 Manatee Avenue West Suite L**

 **Bradenton, FL. 34209**

 **PremierOfficeSuitesLLC.com**

 **info@PremierOfficeSuitesLLC.com**

 **(941) 345-4951**

 **(VIRTUAL OFFICE)**

**Monthly Rates for Business Address Only**

Minimum: 1 month

Amount Due Upon Signing: $100.00 set up fee plus $85.00 first month

The CLIENT is required to pay the first month’s charges in advance.

**Business License:**

You must provide us with a copy of your business license.

Premier Office Suites Virtual/Day Office Solutions offers you the opportunity to

Establish a prestigious business presence with the use of a business address for

the conduct of your business with receipt and forwarding of your mail and the use of

Premier Office Suites physical address for business cards, stationary, and your company

literature.

Access to building is only during regular business hours (8:00am – 5:00pm),

Or if you have made prior arrangements with Premier Office Suites to access afterhours.

**MAIL SERVICE:**

Premier Office Suites will act as an agent for the CLIENT in receiving mail

When such mail is delivered to Premier Office Suites. In conjunction with this

service the **CLIENT:**

**1)** Agrees to those conditions as included in the U.S. Post Office Form No. 1583 which, by reference, is made a part hereof:

2). Shall show Premier Office Suites positive proof of identification, in accordance with federal regulations;

3) Authorizes Premier Office Suites to sign for any mail that id deliverable only upon a signature;

4). Mail receiving Instructions:

\_\_\_\_\_\_\_\_\_\_\_\_Hold mail at office.

\_\_\_\_\_\_\_\_\_\_\_\_Mail to Client Weekly – M,T,W,Th, F (circle one) and postage will be billed monthly to client.

Premier Office Suites shall process CLIENT’S outgoing mail through its metered

Mail, UPS, Federal Express systems as instructed in the mail receiving instructions

Above (Except designated holiday’s) at the published Premier Office Suites rates.

**PREMIER OFFICE SUITES IS NOT RESPONSIBLE FOR MAIL RETURNED TO SENDER IF THIS AGREEMENT IS NOT HONORED.**

**Optional services:**

Conference/Meeting Room – Flexible Day Office Space

Premier Office Suites agrees to provide CLIENT, on a reservation basis only,

A conference/meeting room @ $25.00/hour up to 2 hours per day.

Conference/Meeting Room can be reserved by visiting PremierOfficeSuitesLLC.com.

Administrative Support Services and use of equipment (fax, scanner and copier)

On a per usage cost.

A 30 day written cancellation notice to discontinue service. Either party may

Terminate such **agreement** by 30-day written notification.

All payments are due and payable on the 1st day of each month, and will incur a $25.00

late fee if not received by the 5th day of each month and the account will be in default,

and the service terminated immediately.

I, the CLIENT have read, understand and agree to the above described service(s) and information herein to start the service effective:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Premier Office Suites, LLC

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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