



Corporate House Services Pty Ltd  
ABN 67 133 551 603  
Building 6, 2404 Logan Road  
Eight Mile Plains QLD 4113  
Australia  
P: (07) 3340 5150  
F: (07) 3340 5119

**Licensee Details**

Company Name:  
ABN:  
Address:  
Contact:  
Phone:  
Email:

**Commencement Date:**

**Expiry Date:** *Must be last day of the month*  
**Centre:** *Entre in the address of the Centre*

Dear ,

**MONTH TO MONTH MAIL ONLY VIRTUAL OFFICE SERVICE AGREEMENT - CORPORATE HOUSE**

We have pleasure in confirming your Mail Only Virtual Office with Corporate House Services Pty Ltd at the "Centre" detailed in this agreement.

This Mail Only Virtual Office Service Agreement is made between Corporate House Services Pty Ltd ACN 158 975 940 ("the Licensor") and the above named party ("the Licensee").

The basic terms and conditions are as follows;

- **Mail Only Virtual Office Service Fee** - \$99 AUD (Excl GST) per month payable in advance.
- **Annual Increase** - The Mail Only Virtual Office service fee will be increased by 4% on each anniversary of the commencement date.
- **Payment** – The Mail Only Virtual Office service fee is due for payment by 1<sup>st</sup> of each month.
- **Mail Only Virtual Office Service -**
  1. Use of a dedicated address at the "Centre" detailed in this agreement for postal deliveries.
  2. Receipt of mail – as per your instructions.
  3. Access to meeting rooms and boardrooms at the "Centre" detailed in this agreement and all other locations. Charges will apply.
- **Security Deposit** - The Licensee will pay 2 x the mail only virtual office service fee as a security deposit
- **Late Fees** - In the event that payment of the virtual service fee is not received by the due date, the Licensee shall be liable to pay interest at the rate of two and a half per cent (2.5%) per month for all moneys payable by the Licensee to the Licensor from the due date of payment until such moneys are received by the Licensor, together with a \$55.00 per month administration fee while monies remain outstanding.
- **Termination of service** –
  1. The Licensee must advise the Licensor in writing at least one (1) clear month prior to the expiry date of the Term as to whether or not the Licensee intends to terminate this service. If the Licensee does not give notice in writing to the Licensor at least one (1) clear month prior to the expiry of the Term, the Licensee shall be deemed to have extended the term by a rolling period of one (1) month.
  2. The Security Deposit shall be refunded within sixty (60) days after the agreement has been cancelled and all outstanding invoices have been paid.

Please sign, date and return as acceptance of the above agreement:

.....  
**SIGNED** by the Licensee

.....  
Date

.....  
**SIGNED** by the Licensor

.....  
Date