



## 12 MONTH + VIRTUAL OFFICE SERVICE AGREEMENT

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

This 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;

- **Virtual Office Service Fee** - \$149 AUD (Excl GST) per month payable in advance.
- **Annual Increase** - The virtual office service fee will be increased by 4% on each anniversary of the commencement date.
- **Payment** – The virtual office service fee is due for payment by 1<sup>st</sup> of each month.
- **Virtual Office Service -**
  1. Dedicated telephone line for your company – messages forwarded as per your instructions.
  2. Use of a dedicated address at the "Centre" detailed in this agreement for postal deliveries. (Your mail will remain safe and confidential in our custody).
  3. Receipt of mail – as per your instructions.
  4. 2 hrs complimentary access to meeting rooms and boardrooms at the "Centre" detailed in this agreement. Charges will apply after first 2 hours of use per month.
- **Security Deposit** - The Licensee will pay 2 x the 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.