

Virtual Office / Business Identity Program Contract

EFFECTIVE DATE _____

Company Name _____

List all other names which you may receive mail _____

Assigned Answering Service Number: _____ (assigned by Summit Executive Suites)

How would you like your phone to be answered _____

Will you be using Summit's copier? _____ YES _____ NO If yes, provide a 4 digit code _____

List all contact information name, phone number, cell number and email address:

Name _____

Phone Number: _____

May we give out _____ YES _____ NO

Cell Number: _____

May we give out _____ YES _____ NO

EMAIL: _____

May we give out _____ YES _____ NO

List names of all individuals who might receive calls and/or mail _____

COMPANY INFORMATION (This section must be completed to start service)

Type of business _____

Complete Billing Address _____

Business Phone _____ Driver's License # _____ ST _____

PERSONAL INFORMATION (This section must be completed to start service)

Full Name _____ Tax ID # _____

Complete Home Address _____

Home Phone _____ Driver's License # _____ ST _____

TERMS: Make check payable to Summit Executive Suites. At Client's request, SES will forward all of Client's mail every Friday to an address specified by Client (if different fro address above) for a fee of \$7.00 per mailing plus postage. Copies, mail metering and courier service are available for additional fees. Client may utilize SES facilities Monday – Friday during normal business hours only. Payments are due on the 1st day of the month. If payments are not received by the 10th, service may be terminated. Client must submit notice to terminate service 30 days in advance in writing.

CHECK ONE	CHOICES	SERVICES	MONTHLY FEE	SET-UP FEE + Security Deposit	TO START, SUBMIT ONE (1) CHECK TO: SUMMIT EXECUTIVE SUITES
	OPTION 1	Mail Service	\$ 60.00	\$50.00 + \$60.00	\$ 60 + \$110
	OPTION 2	Mail and Telephone Service	\$185.00	\$125.00 + \$185.00	\$185 + \$310
	OPTION 3	Conference Room	\$ 50.00 hr.		

To activate service, please submit two checks payable to Summit Executive Suites: one check for the first month's rent and one for set-up fee and security deposit. By signing below, I agree to the above terms, conditions and costs.

Company Representative

Date

Summit Executive Suites Representative

Date