



Virtual Services Application Form



Please email completed application forms to: enquiries@the-mount.co.uk

1. Client Details

Company Name: _____

Contact Name: _____

Head Office / Home Address

_____ Postcode _____

Telephone (Business): _____

Telephone (Home): _____

Mobile: _____

Email: _____

2. Programme Details

Start Date: _____

Service Required:
Executive Connect £ _____
Executive Mail £ _____
V5 Registration Mail Service £ _____

Initial Payment (first 2 months & 1 month deposit)
Initial term: 6 months

3. Payment

Initial Payment:

Credit Card Cheque BACS

Ongoing monthly payments by:

Credit Card Direct Debit

4. Credit Card Details

Visa Mastercard Amex

Card Number: _____

Name on Card: _____

Registered Address:

_____ Postcode _____

Expiry Date: _____ Security Code: _____

I hereby authorise The Mount Business Centre to debit my Credit Card for all sums arising out of the agreement.

Signature: _____

Name: _____

Date: _____

5. Telephone Call Handling Instructions

Telephone Calls answered with the following Company name:

_____ I would like my calls:

Transferred to: _____

Put through to personal voice mail

Message taken and emailed:-

Email to: _____

6. Mail Handling

Please forward my mail to :

_____ Postcode _____

Mail forwarded:: Daily
 Weekly, which day? _____

Collected at the Mount

I understand that I will be charged forwarding costs for all of the above. I apply for Executive Membership subject to the current membership and monthly fees and the terms and conditions of the membership which I have read.

Signature: _____

Name: _____

Date: _____

Notes: _____

Terms & Conditions

- a) The agreement starts on the day notified to the Client and continues for the initial term specified in this agreement and continues thereafter until terminated by either party giving at least one full month's written notice to the other. For the avoidance of any doubt, written notice received during any month will terminate the service at the end of the following month. For example, notice received during May will terminate the service on the last day of June.
- b) Fees are payable monthly in advance on the first working day of each month. All other charges are paid within 10 days of invoice. The Operator reserves the right to at any time withhold any services provided under this agreement (with or without notice) to terminate the agreement if the fees are not paid by the end of the day they are due. Outstanding fees will attract 4% interest above the prevailing base rate. Fees may be varied at any time after the initial term on one month's notice.
- c) During the term of this agreement and subject to timely payment of fees, the Client is entitled to use the address of the Business Centre as his/her business address. Upon termination of the agreement for whatever reason, it is the Client's responsibility to notify all parties of the change of address. Subsequent mail sent to the address will be returned to sender.
- d) Use of any additional accommodation will be subject to advance booking, availability and:
- i) Compliance with the fees, terms and conditions and/or house rules from time to time applicable to that accommodation with any booking or registration system used at the time.
 - ii) Unless otherwise agreed in writing; payment of the accommodation fee is payable on the day of use. Services for which an additional charge is made are payable in arrears on the day charged. The Mount reserves the right to terminate this agreement and/or the use of the accommodation and require the Client to vacate the accommodation if fees are not paid at the time they are due. Outstanding fees will attract interest at 4% above the prevailing base rate.
- e) Cancellation of a conference within 10 working days of the reservation date will be payable in full (i.e. room hire, catering and equipment). The cost of the room booked will be charged for cancellation of a conference made within 15 working days but before 10 working days of the reservation date.
- f) The Operator will not accept any item exceeding over 5kg in weight, 18" in any dimension, 1 cubic foot in volume or contains any dangerous, live or perishable goods and shall be entitled in its absolute discretion to destroy uncollected items or refuse to accept any quantity of items it considers unreasonable or unlawful. The Operator does not guarantee or assume responsibility for the availability of any of the services hereunder.
- g) The Client warrants that it will not use any of the rights granted in this agreement for any obscene, illegal, immoral or defamatory purposes and will not in any way bring the Operator into disrepute. The Client will not in any way whatsoever use or combine The Mount name, in whole or in part, for the purpose of trading activities.
- h) The Operator will not be liable for any loss sustained as a result of the Operator failing to provide any of the services under this agreement as a result of any mechanical breakdown, strike, delay or failure of any staff, manager or caretaker to perform their duties unless acting with gross negligence or intent.
- i) The Executive Connect licence fee includes for a maximum of 100 calls per month after this a charge may be levied for additional call volume. The licence fee for both Executive Connect and Executive Mail includes receiving up to 100 small and large envelopes per month. After this a charge may be levied for additional mail volume and for the handling of packages and larger deliveries.
- j) Venue and Jurisdiction: This agreement is interpreted and enforced in accordance with the laws of the country in which The Mount Business Centre Ltd is registered.