

# St Andrew's Business Centre

## VIRTUAL OFFICE SERVICES APPLICATION FORM

### OPTION A (Mail forwarding only)

Contact name(s) .....  
Company Name .....  
Contact Address .....

Phone Number(s).....  
Fax Number (if applicable).....  
E-mail (if applicable).....

Business Type.....  
*The above information will be treated as CONFIDENTIAL*

I wish to apply for **OPTION A** St Andrew's Virtual Office Services as specified on your website and enclose:

I enclose £50 postage deposit charge (**Mandatory Requirement**)  
**and**

I enclose £193.88 (£165 plus VAT) for twelve months' Mail Service  
or

I enclose £105.75 (£90 plus VAT) for six months Mail Service (minimum contract)

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Business Use       Private Use

*Please tick as applicable*

Cheques payable to ***Dreaming Spires Nasitra Limited*** please.

\*Please forward my mail to me at the above address

\*Please retain my mail for collection by .....(insert name of person responsible for collecting mail). ID will be required.

\*Delete as appropriate

I agree not to use the service for any immoral or illegal activities at any time and understand that the service will be suspended immediately should I do so.

Signed..... Date.....

Print Name.....

Please return this application with **2** forms of ID to: Lorraine Greenough, St Andrews Business Centre, 91/93 St Mary's Road, Garston, Liverpool, L19 2NL

**How did you find out about us?** (Please tick one)

Liverpool Echo     Search Engine

Web Site       Yellow Pages       Word of Mouth