

St Andrew's Business Centre

VIRTUAL OFFICE SERVICES APPLICATION FORM

OPTION B (Mail forwarding and phone & fax service)

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 B** St Andrew's Virtual Office Services as specified on your website and enclose:

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

and

I enclose £387.75 (£330 plus VAT) for twelve months' Mail and answering Service
or

I enclose £211.50 (£180 plus VAT) for six months Mail and answering Service
(minimum contract)

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