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| VIRTUAL OFFICE AGREEMENT /REGISTRATION | | |
| APPLICANT INFORMATION | | |
| Name: Date of birth: | | |
| Current address: | | |
| Post Code: | | |
| Tele: | Mob. | Email. |
| CHARITY DETAILS | | |
| Charity Name / Position: | | |
| Current address: | | |
|  | | Postcode: |
| Email: | | Charity No: |
| Phone: | | Website: |
| AGREEMENT PERIOD | | |
| Start date: | | Termination requires 1 month written notice |
| VIRTUAL OFFICE PACKAGES | | |
| * Basic Virtual Cost | * £20.00 for 3 months * £36.00 for 6 months * £65.00 for 12 months | |
| * Essentials Virtual Cost | * £25.00 for 3 months * £45.00 for 6 months * £81.00 for 12 months | |
| * Complete Virtual Cost | * £36.00 for 3 months * £65.00 for 6 months * £117.00 for 12 months | |
| VIRTUAL OFFICE OPTIONS | | |
| * Basic Virtual Office: includes the use of a professional address for your organisation. Mail is held for 14 days for your collection * Essentials Virtual Office: includes the use of a professional address for your organisation. Recorded & Signed for letters are included. Mail can be collected at your convenience, scanned or forwarded. * Complete Virtual Office: includes the use of a registered address for your organisation. Mail can be held, scanned or forwarded. Also includes the use of our reception facility as your contact number. Our reception staff will take a message and email it to you. | | |
| IDENTITY | | |
| Please provide proof of your identity. (This should include one photographic proof & one proof of address. eg Passport and bank statement)   * Photocopy of Identity attached. * Proof of address. * Certificate of Incorporation | | |
| OTHER COSTS | | |
| * Mail scans cost 10p per A4 side * Forwarded mail is sent first class and charged separately at Royal Mail prices +15% | | |
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| VIRTUAL OFFICE AGREEMENT /REGISTRATION | | |
| I have read the conditions on page 2 and agree to pay the Gateway (Warrington) Ltd on receipt of invoice Co-operative Bank details:  Sort Code: 08-92-99  Account No: 65000948  Account Name: The Gateway (Warrington) Ltd (Reg Charity No. 1079865)  Email [info@thegateway.org.uk](mailto:info@thegateway.org.uk) Tele 01925 246800 | | |
| Signature of Applicant: | Print Name: | Date: |
| THE GATEWAY POSTAL ADDRESS | | |
| Your Business Name The Gateway  85-101 Sankey St  Warrington,  Cheshire WA1 1SR | | |

# VIRTUAL OFFICE / CO WORKING AGREEMENT – CONDITIONS

1. The applicant will use the Gateway address for business use only.
2. The applicant must not bring the Gateway business name into disrepute or use it for illegal or immoral purposes
3. The applicant will pay the fee on receipt of invoice. If the fee is not paid for within 28 days of receipt of the invoice, the service(s) will be suspended. Service(s) can resume providing payment of arrears is received within 48 hours.
4. The applicant will notify the Gateway reception in writing within 7 working days, if their mail forwarding address, email address or forwarding telephone number changes.
5. The Gateway staff will not tolerate abusive telephone callers. Callers of this nature will not be accepted, and the applicant will be notified of such incidents.
6. Charges for the scans and forwarded mail will be invoiced each month.
7. Both parties can terminate this agreement by one month’s written notice.
8. Prices will be reviewed annually in September and any changes implemented from October