



8105 Birch Bay Square St. Suite 205 Blaine, WA 98230
Telephone (360) 366-8500 **Fax** (360) 366-1001
Email info@peacearchbusinesscenter.com

Virtual Office Contract and Policies

Complete Registration Information

Name: _____ Title: _____

Company Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Country: _____ Phone: _____ Fax: _____

Web site: _____

Email: _____

Pacific Yew Virtual Office

\$29.99 / month

- One time set up fee \$40
- Physical business address with dedicated suite number
- On-site mail
- 10% off any suite or conference room usage
- Inclusion in our virtual Business Services Mall
- Complimentary refreshments
- Access to our print & copy and administration services at preferred rates

Western Red Cedar Virtual Office

\$99.95 / month

- One time set up fee \$100
- Physical business address with dedicated suite number
- On-site mail
- 10% off any suite or conference room usage
- Inclusion in our virtual Business Services Mall
- Complimentary refreshments
- Access to our print & copy and administration services at preferred rates
- Dedicated local phone number routed with automated voice mail
- 24/7 access to voice mail

Ponderosa Pine Virtual Office

\$149.95 / month

- One time set up fee \$100
- Physical business address with dedicated suite number
- On-site mail
- 10% off any suite or conference room usage
- Inclusion in our virtual Business Services Mall
- Complimentary refreshments
- Access to our print & copy and administration services at preferred rates
- Dedicated local phone number routed to live reception during the normal business hours
- Automated afterhours voice mail
- 24/7 access to voice mail
- Custom call forwarding available to your home, cell or voice mail

Terms:

Payment will be automatically withdrawn from the Lessees' provided account on the 1st of each month.

Virtual Office: _____

Lease Begins/Ends: _____

Non-Refundable Start-up Fee: _____

Monthly Payment: _____

Total Due with Signed Lease: _____

On-site mail reception for letters and packages mail to:

8105 Birch Bay Square St. Suite 205

Blaine, WA 98230

Mail can be picked up during normal business hours, Monday through Friday.

A fee of \$2.50 will be charged if Peace Arch Business Center is required to either sign for or store a package.

Lease is for 6 months, automatically converting to month to month after that.

Lessee is responsible for providing a 30 day written notice of terminating lease, and will still be held accountable for the remainder of the contact.

General Rental Information

- Peace Arch Business Center will not assume responsibility or liability for personal property and equipment brought onto or left on the property.
- This is a non-smoking facility. According to Washington State Law, no smoking is permitted within 25 feet of a public entrance.
- No pets are permitted inside or outside of the facilities on the property.
- Any matters not specifically covered in this agreement shall be subject solely to the discretion of Peace Arch Business Center.

Payment Method:

American Express _____ Master Card _____ Visa _____

Credit Card #: _____ Exp. Date: ____ / ____ CSV #: _____

Credit Card Billing Address (if different from address listed above):

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Country: _____

Authorized Signature: _____

Print Name: _____

Authorized Signatures

I acknowledge and accept terms of this contract.

Peace Arch Business Center Signature

Company Signature

Printed Name

Printed Name

Title

Title

Date

Date