



Between the undersigned (“User”) and SmallOffices4Rent.com, a California Corporation (“Provider”) it is agreed that the following services will be provided to User:

Reception Service - The reception area is staffed during Monday - Friday, 8:30 am to 5:00pm, with a break in service from 12:00 noon to 1:00 pm, excluding holidays. Every effort is made to keep to this schedule. However, due to illness, breaks, interruptions, and other unforeseen issues, from time-to-time, there may not be full coverage.

Mail Service - User’s mail will be placed in a designated file within the locked receptionist area. Mail can be retrieved during regular business hours.

Packages & Documents – Packages/documents can be accepted and signed-for by reception staff. And, packages/documents can be left for pickup at reception station. User will be notified when packages are delivered. Package holding service includes 15 packages per month. Additional capacity will be negotiated with User on a case-by-case basis.

Conference Rooms - Mail users will pay published rates for conference room usage. Virtual users will have 30 hours of conference/meeting room usage included per month, thereafter billed at published rated.

Call (760) 643-4000 or email staff@smalloffices4rent.com to reserve a conference room.

Services (check all that apply):

- 1) Mail & Package Service - \$45/month.
- 2) Virtual Service (Mail & Package Service + 30 hours/month of conference time.) - \$250/month.

Options:

- weekly mail forwarding - \$40/month, plus postage.
- Unique suite number - \$15/month (one-year commitment required for this option).

Assigned Address: 380 S. Melrose Drive, Suite _____), Vista, CA 92081.

Term (Start Date: _____):

- month-to-month, 30-days notice required.
- one-year term (required for unique suite number option), 30-days notice thereafter.

Additional Terms:

- Payment is due on the 1st, late after the 7th. 10% late fee. \$25 charge for returned checks.
- Provider may, without notice to User, terminate services at any such time that there is an unpaid balance as of the 10th of the month, and may refuse deliveries addressed to User and return to sender any mail being held for User.
- Mail forwarding, if selected, does not continue after this agreement is terminated.
- When unique suite number option is selected, User agrees to give up and stop using (including on Google) unique suite number once this agreement is terminated.
- Once this agreement is terminated, User cannot request from post office a change of address.
- Only the undersigned is covered under the terms of this agreement, whose entitlements, privileges and use of the address are not transferrable.

Initial (User) _____, (Provider) _____

Agreed:

User: _____ Signature _____ Provider: _____ SmallOffices4Rent.com

Date: _____ Date: _____

User (Printed name): _____ Title: _____

Business name: _____ email: _____

Billing address: _____

Billing Email: _____ Phone: _____

Signer Driver's License #: _____ mobile: _____

Credit Card Authorization (optional):

Name on Card: _____

Billing Address: _____

Credit Card Type: _____ Visa _____ MasterCard _____ Discover _____ AMEX

Credit Card Number: _____

Expiration Date: _____

Card security code: _____ (3 digits on back for VISA/Mastercard/Discover, 4 digits on front for AMEX)

I authorize SmallOffices4Rent.com to charge the amount listed above to the credit card provided herein. This payment is for charges from Invoice # _____. I agree to pay for this charge in accordance with the issuing bank cardholder agreement.

_____ (optional - please initial) I authorize all future monthly charges to be charged to this credit card.

Cardholder - Please Sign and Date

Signature: _____

Date: _____

Print Name: _____