



Vista - Virtual Office Agreement
Mail/Deliveries + 20 Hours of Conference Room Time

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, 8:30am to 5:00pm, with a break with no service from 12:00 noon until 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 - The shared mailing address is 380 S. Melrose Drive, Suite 300, Vista, CA 92081. User's mail will be placed in a designated file within the locked receptionist office. Mail can be retrieved Monday through Friday during regular business hours.

Delivery Service - Package Notification - 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.

Conference Rooms - 20 Hours of conference room time per month are included. Additional hours are billed at the rate of \$35/hour (smaller room) or \$45/hour (larger room). Bookings are based on availability. Weekend and after-hours conference room usage can be arranged. Call (760) 643-4000 or email staff@smalloffices4rent.com to reserve a conference room.

Basic Virtual Service (includes above): \$250 per month, pro-rated based on a start date of: _____.

Options (please check all desired):

- ___ weekly mail forwarding, \$20/month plus postage.
___ private suite number, \$15/month (SmallOffices4Rent.com assigned suite number: _____).
___ inclusion in building electronic lobby directory listing, \$25 one-time fee. List as: _____

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 mail addressed to User and return to sender any mail being held for User.
• User or Provider can cancel agreement at any time with 30-days notice.
• Only the undersigned is covered under the terms of this agreement, whose entitlements, privileges and use of the address are not transferrable.

Agreed:

User: _____ Signature Provider: Brent Rosenkranz, President, SmallOffices4Rent.com

Date: _____ Date: _____

User (Printed name): _____ Title: _____

Business name: _____ email: _____

Billing address: _____

Billing Email: _____ Phone: _____

Signer Driver's License #: _____ mobile: _____