



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, 9:00 am 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 16950 Via de Santa Fe, Suite 5060-150, Rancho Santa Fe, CA 92067. User's mail will be placed in a designated file within the locked receptionist area. 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. Package holding service includes 15 packages per month. Additional capacity will be negotiated with User on a case-by-case basis.

**Conference Rooms** - Small, medium or large conference rooms are equipped with white boards, free Wi-Fi, conference speakerphones, and HD presentation displays.

Call (858) 779-9798 or email rsf@smalloffices4rent.com to reserve a conference room.

**Services:**

- 1) **Mail & Package Service** (conference room use billed hourly based on published rates at website)  
 1-year commitment (\$60/month) or  6-month commitment (\$75/month)
- 2) **Virtual Service** (Mail & Package Service + 7 hours/month of conference time included.)  
 1-year commitment (\$235/month) or  6-month commitment (\$250/month)

**Options:**

- weekly mail forwarding (\$50/month for 6-month term or \$40/month for 1-year term, plus postage).
- unique suite number (\$50/month for 6-month term or \$40/month for 1-year term).  
 (16950 Via de Santa Fe, Suite 5060-\_\_\_\_\_, Rancho Santa Fe, CA 92067).

**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:**

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: \_\_\_\_\_