

The Ultimate in • Serviced Office Space • Conference & Meeting Rooms • Virtual Offices • Casual Office Hire

## Excen Virtual Offices Account Application Form-133 Alexander Street Crows Nest

Please complete the form below and return to us via email: [pennyf.133@excen.com.au](mailto:pennyf.133@excen.com.au) or fax: 9439 2738

Trading Name:	ABN No:
Registered Name:	Date Registered:
Registered Address:	
Accounts Address:	P/Code:
Email Address:	Telephone: ( )
Business Activity:	Fax No: ( )
Accounts Contact:	Our Contact:
Name:	Email:
Would you like your account:	<input type="checkbox"/> Emailed <input type="checkbox"/> Posted

**PROPRIETORS, PARTNERS, OR DIRECTORS FULL NAMES AND ADDRESS:**

Full Name:	Mobile:
Address:	P/Code
Full Name:	Mobile:
Address:	P/Code:

**METHOD OF PAYMENT – We only accept payment by credit card monthly or payment by EFT, quarterly in advance, prior to commencement of service.**

**Approval to charge credit card authority:**

VISA / MASTERCARD No: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Expiry Date: \_\_\_/\_\_\_      CVT No. \_\_\_\_\_

I hereby authorise Excen Corporate to automatically debit all monthly charges due under this agreement on or around the 14th of each month.

Name on card: \_\_\_\_\_      Signature: \_\_\_\_\_

**Weekly Service Charges – Please tick which Service you would like at Excen**

- Excen My Address** \$17.00pw (Bond \$150.00)       **Excen My Office** \$27.50pw (Bond \$300.00)
- Excen My Office 40** \$49.00pw (Bond \$425)       **Excen My Appointments 60** \$66.00pw (Bond \$575)
- Excen Co Working** \$99.00pw (bond \$800) Includes unlimited access to office space and 5 hours FREE meeting rooms per month
- Conference Room use **\$33.00ph** or part thereof. Casual Office use **\$22.00ph** or part thereof (subject to availability)
- Voice Mail **\$11.00 per month**       Directory Board Signage **\$132.00** (one-off charge)
- Permanent After Hours Diversion (one-off setup **\$88.00** + diverted call costs)

**All bonds are taken upon receipt of application form**

**START DATE FOR SERVICE:**

**NAME ANSWERED ON SWITCHBOARD:**

**OTHER COMPANY NAMES:**

**PERSONNEL:**

<b>Name:</b>	<b>Email:</b>	<b>Phone No.:</b>
<b>Name:</b>	<b>Email:</b>	<b>Phone No.:</b>
<b>Name:</b>	<b>Email:</b>	<b>Phone No.:</b>

**INSTRUCTIONS FOR CALLS:** Email (Nil Cost)       Transfer calls to local number (.33c)       Transfer calls to mobile (.49c per 30 secs)       Give out mobile       SMS messages (.44c)

**INSTRUCTIONS FOR MAIL/COURIERS:**

**WHY DID YOU CHOOSE AN EXCEN VIRTUAL OFFICE?**

I hereby agree to the trading terms of Excen Corporate, all invoices due paid 7 days after receipt, payment must be made by automatic debit from a valid credit card. Rental does not include Business Centre Services, call charges and meeting rooms unless otherwise specified. Our operating hours are 9-5, Mon-Fri and exclude public holidays. Our reception closes between Christmas and New Year and we provide a FREE diversion service to mobile/landline numbers during this period. All Virtual Services have a 6 month initial commitment period. After this time one months notice is required to terminate the service. Earlier termination will result in the forfeit of the security bond as notice. Bonds are fully refundable 14 days after the last invoice has been issued and payment of all outstanding charges. Excen Corporate will automatically suspend a service when the amount outstanding equals or exceeds the security bond held. Virtual services are subject to an annual price review.

Signed: \_\_\_\_\_      Name: \_\_\_\_\_      Date: \_\_\_\_\_