

Excen Virtual Offices @ 119 Account Application Form

Please complete the form below and return to us via email: loretam.119@excen.com.au or fax: 9439 2157

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:
Would you like your invoices	<input type="checkbox"/> E-mailed <input type="checkbox"/> Posted

PROPRIETORS, PARTNERS, OR DIRECTORS FULL NAMES AND ADDRESS:

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

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:
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Weekly Service Charges

Excen My Address **\$17.00pw** (Bond \$150.00) Excen My Office 25 **\$27.50pw** (Bond \$300.00) Excen My Office Plus **\$49.00pw** (bond \$400.00) Excen My office 40 **\$45.00pw** (Bond \$500.00) Excen My Office 60 **\$66.00pw** (Bond \$600.00) Conference Room use **\$33.00ph** or part thereof. Casual Office use **\$22.00ph** or part thereof (subject to availability). Permanent after hours diversion (one off **\$77.00** +diverted call costs) Appointment making from **\$45.00pw**

Voice Mail **\$15.00 per month** (Set up fee **\$77.00**, 1-off charge) Directory Board Signage **\$143.00** (1-off charge)

START DATE FOR SERVICE: _____

NAME ANSWERED ON SWITCHBOARD:(does not apply for my address package) _____

OTHER COMPANY NAMES: _____

PERSONNEL:

Name:	Email:	Phone No.:
Name:	Email:	Phone No.:
Name:	Email:	Phone No.:

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 (.33c)

INSTRUCTIONS FOR MAIL/COURIERS: _____

WHY DID YOU CHOOSE AN EXCEN VIRTUAL OFFICE @ 119? _____

Signed:

Position

Date:

I hereby agree to the trading terms of Excen Corporate 119, 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. All Virtual Services have a 6 month initial commitment period. After this time one months notice is required to terminate the service. Weekly rate is calculated – amount divided by 7 x 365 divided by 12 and payable in advance. Bonds are fully refundable 14 days after the last invoice has been issued and payment of all outstanding charges. Excen Corporate reserves the right to suspend a service once the amount outstanding equals the bond held. Virtual services are subject to an annual price review. Excen Corporate Centre closes between the Christmas and New Year period from 12pm the last business day before Christmas until 9am the first working day in January after New Year. We offer a free call diversion service during this period.