

**VIRTUAL SERVICES AGREEMENT**

**Between:**

Fairlight Devonshire Limited and

<DIRECTOR'S NAME> AND  
<COMPANY NAME>

**DRAFT - SUBJECT TO CONTRACT**

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



THE LONDON BOROUGH  
www.bromley.gov.uk

**London Local Authorities Act 2007**

**Certificate of Registration for a Mail  
Forwarding/Holding Business**

Registration No: 2015/001  
issued to:

**FAIRLIGHT DEVONSHIRE LTD**

t/a

**DEVONSHIRE HOUSE BUSINESS CENTRE**

**29-31 Elmfield Road  
Bromley  
BR1 1LT**

Valid from 06/07/2015

Authorised by (signature).....*[Signature]*.....

(Name).....*Col VALE*..... (Designation).....*Head of TS*.....

Date.....*7-7-15*.....



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

**TERMS AND CONDITIONS**

Services are offered for a minimum period of three months, after which 1 months' notice must be given in writing, OR 1 months' written notice by Fairlight Devonshire Ltd.

The first month's fee together with a deposit of £300 is to be paid by BACS. A deposit of £300 will be held by Devonshire House Business Centre and when the service ends, any outstanding balances will be deducted before the deposit is returned.

This is subject to, if the address is used on the web or in a directory such as Yellow Pages, the Virtual Service must continue until the directory is out of print or proof of amended website is provided.

Devonshire House Business Centre reserves the right to refuse any services if We consider there to be a conflict of interest or incompatibility with their own or existing clients' business. Therefore, we may give you 28 days' notice in writing and this agreement will end.

Neither Fairlight Devonshire LTD or Our Service Provider shall be liable for any loss or damage which you may suffer as a direct or indirect result of our performance of this Virtual Services Agreement (including the provision of any of the Basic or Additional Services) being prevented, hindered or delayed by reason of any Act of God, riot, strike, or lock out, trade dispute or labour dispute or labour disturbance, accident, break-down of plant or machinery, fire, flood, difficulty in obtaining workmen, materials or transport, electrical power failures or other circumstances whatsoever outside our control and which affect the provision by us of access to or use of the services.

Devonshire House Business Centre may not be used as a Registered Office for any business.

Post may be collected from Devonshire House Business Centre from 08:30am – 5:30pm Monday – Friday, except Bank Holidays.

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

**CONTACT  
INFORMATION:**

Name:	
Job title:	
Home Address:	
Home No:	
Mobile No:	
Fax No:	
Personal Email Address:	

**INVOICE INFORMATION:**

Company Name:	
Company Registered Address:	
Telephone No:	
Mobile No:	
Fax No:	
Website:	
Business Email Address:	
Company Reg. No:	
VAT Reg. No:	

If you cannot supply a company registration or VAT number, please provide evidence/ownership of the invoice address i.e. Utility bill or bank statement.

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

**SERVICES**

<i>Please tick service(s) required:</i>			
<b>1</b>	Business Address Service – Mail Collection from Devonshire House Business Centre.		£38.00
<b>2</b>	Business Address Service – Mail Forwarded to: Address: Frequency:		£44.00 + postage (no VAT on postage)
<b>3</b>	Telephone Line – All calls to Voicemail		£58.00
<b>4</b>	Telephone Line and calls forwarded to one alternate number. Insert Telephone #:		£58.00 + call charges (as per BT Business Rates)
<b>5</b>	Telephone Answering Service*		£89.00 including line rental
<b>6</b>	Telephone Answering Service + Call Forwarding		£89.00 including line rental + call charges (as per BT Business Rates)
All the above costs are per calendar month and are subject to VAT			

Other services, such as meeting rooms are available upon enquiry to 020 3700 8800.

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\*Telephone Line – Call Answering Service  
 Calls are answered on a reasonable endeavor basis.  
 Please provide a brief outline how you would prefer callers to be greeted and any background details about your company to help the operator respond to enquiries.  
 Messages will be forwarded using the business e-mail contact details provided on Page 4.

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

<COMPANY NAME>  
REGISTERED ADDRESS:

**RE: Virtual Services Agreement**

I/We hereby agree to pay, Fairlight Devonshire Limited, by BACS, on the first day of each calendar month to subscribe to Virtual Services at Devonshire House Business Centre. Failure to do so by the first calendar day of each month will result in withdrawal of services.

I/We hereby authorise Devonshire House Business Centre to sign for and hold on my behalf registered / recorded deliveries received as part of the business address service (items unchecked).

I/We agree to comply with the terms and conditions and our respective obligations as set out in them.

			DHBC ONLY
Signed		Signed	
Company		Company	
Print Name		Print Name	
Position		Position	
Date		Date	

Start Date Service Required from:

End Date:

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