

**Lacey Conference Center/Executive Suites
(Washington Farm Bureau)
Virtual Office Solution
SERVICE AGREEMENT**

Please provide the following information:

First Name: _____	Last Name: _____
Company: _____	FID/SSN: _____
Job Title: _____	Web Site Address: _____
Address: _____	City/State/Zip: _____
Phone: _____	Mobile: _____
Fax: _____	E-mail: _____

Signature: _____

Date: _____

Lacey Conference Center
975 Carpenter Rd NE, Suite 101
Lacey, WA 98516
Tel 360-528-2911 Fax 360-357-6221

Virtual Office

Monthly Rates for Business Address Only

Minimum: 1 month

Amount Due Upon Signing: \$100 set-up fee plus \$100 first month.

The CLIENT is required to pay the first month's charges in advance.

Business License:

You must provide us with a copy of your business license.

Lacey Conference Center **Virtual Office** Solution offers you the opportunity to establish a prestigious business presence with the use of a business address for the conduct of your business with receipt and forwarding of your mail and the use of Lacey Business Center physical address for business cards, stationery, and your company literature.

Access to building is only during regular business hours (7:00 a.m. – 5:00 p.m.), or if you have made prior arrangements with Lacey Conference Center to access afterhours.

MAIL SERVICE:

Lacey Conference Center will act as an agent for the CLIENT in receiving mail when such mail is delivered to Lacey Business Center. In conjunction with this service the CLIENT:

1. Agrees to those conditions as included in the U.S. Post Office Form No. 1583 which, by reference, is made a part hereof;
2. Shall show Lacey Conference Center positive proof of identification, in accordance with federal regulations;
3. Authorizes Lacey Business Center to sign for any mail that is deliverable only upon a signature;
4. Mail Receiving Instructions:

_____ Hold mail at office.

_____ Mail to Client weekly – M, T, W, Th, F (circle one) & postage will be billed monthly to client.

Lacey Business Center shall process CLIENT'S outgoing mail through its metered mail, UPS, Federal Express systems as instructed in the mail receiving instructions above (except designated holiday's) at the published Lacey Business Center rates.

Lacey Conference Center is not responsible for mail returned to sender if this agreement is not honored.

Address to be Used:
975 Carpenter Rd NE, Suite 101
Lacey, WA 98516

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Optional Services:

Conference/Meeting Room – Large and Small / Flexible Office Space
Lacey Conference Center agrees to provide CLIENT, on a reservation basis only, a Conference/Meeting Room at a 25% discount below the public rental rates.

Conference/Meeting Room can be reserved by visiting laceyconferencecenter.com

Administrative Support Services and use of equipment (fax machine and copier) on a per usage cost.

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A 30-day written cancellation notice to discontinue service. Either party may terminate such agreement by 30-day written notification.

All payments are due and payable on the 1st day of each month, and will incur a \$25.00 late fee if not received by the 10th day of the month and the account is in

default if any invoice is not paid by the 10th of the month. Once in default, the service terminates immediately.

I, the CLIENT have read, understand and agree to the above described service(s) and information herein to start the service effective

_____.

Company Name: _____

Signed: _____

By: _____

Title: _____

Date: _____

Lacey Conference Center

Signed: _____

By: _____

Title: _____

Date: _____