

Virtual Office Application Form

Packages

- Virtual Network \$281.00 per month
- Virtual Telephone \$150.00 per month
- Virtual Address \$100.00 per month

- The rental outlined for each package excludes GST

Name:		Signature:	
Company Name:			
Current Business Address:			
City:	State:	Postcode:	Country:
Tel: ()	Fax: ()	Mobile:	
ACN:		ABN:	
E-mail:		Website:	
Commencement Date:		Premises: L13/200 Queen Street, Melbourne	
Commercial Reference:			Tel: ()
RENTAL CHARGES (Starting Cost - A Tax Invoice Receipt will be issued)			
Rent (first month):	\$	Security Deposit:	\$
Misc. Charges:	\$	GST:	\$
Total Starting Cost:	\$	Monthly Rental:	\$
For instant support, please complete this Form and fax to us on +613 8648 6480 or call 1300 88 30 20			



PAYMENT DETAILS

CREDIT CARD AUTHORISATION				
I hereby authorise Redmon Group to charge my credit card for Licence Fees and additional service invoices due on the 1 st day of each calendar month. I provide my details below by way of authorisation of such deductions & declare I am the authorised user and signatory of this credit card.				
<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Bankcard	<input type="checkbox"/> Diners Card + 2.95%	<input type="checkbox"/> AMEX + 3.25%
CardHolder #:			Expiry Date: / /	
Cardholder Name:				
Card Verification Number: (3 digit security code on rear of your card for Visa, Master Card, Bankcard & Diners)	___ ___ ___	American Express: (4 digits on front of card)	___ ___ ___ ___	
I have read, understood and agree to be bound by the Terms and Conditions attached to this Form. Without limiting the above, by signing this Agreement I agree, for an on behalf of the Licensee of who I am an authorised representative that the Licensee will be liable for all Licence Fees and the costs of additional services incurred or used.				
Cardholder Signature:			Date: / /	

Please note: A percentage charge applies to American Express or Diners Club Cards:

- American Express 3.25%
- Diners Club 2.95%

NB: Full Payment of the first months rent and refundable security deposit is required prior to commencement of your service.



TERMS & CONDITIONS

PAYMENTS: Amounts due and owing to Redmon Group shall be paid on the first day of each month in advance. In respect of any broken period a pro-rata adjustment shall be made.

TERM: This Agreement commences on its date and shall continue on a month to month basis. One month's written notice is required by either party to terminate the Agreement.

SERVICES: Redmon Group shall provide to the Licensee for the term of their Agreement the services selected by the Licensee as follows:

Virtual Address entitles the Licensee to list the corporate CBD address of Level 13, 200 Queen Street, Melbourne. Virtual Address also provides mail collection and notification, access to business facilities and, while accessing business facilities, access to support staff and broadband internet.

Virtual Telephone entitles the Licensee a dedicated telephone number, call transfers, message service via Email and SMS, mail collection and notification, access to business facilities and, when using business facilities, access to the support team and broadband internet.

Virtual Network entitles the Licensee to 5 hours per week free meeting room hire (up to six people) with access to the additional services mentioned above and outlined in our Service Charges Schedule. Free weekly meeting room hire is non-accumulative.

Redmon Group will provide during business hours of 8:03am to 6:00pm Monday to Friday, a telephone answering service. Reception services will be provided from 8:00am to 6:00pm Monday to Friday. Administration services will be provided from 8:30am to 5:30pm Monday to Friday. Services include, but are not limited to, telephone answering & call charges, secretarial services, photocopying & printing, facsimile services & charges, postage and courier services, meeting and boardroom hire, private office hire, e-mail and internet services & charges, sundries including stationery and refreshments & catering services over and above the services proposed as inclusive in the selected Virtual Package.

The Licensee acknowledges that Redmon Group owns all telephone numbers and IP address allocated for use to the Licensee.

Without the prior written approval of a representative of Redmon Group meeting room hire is available between 8:30am and 6:00pm.

LICENSEE ACKNOWLEDGES:

The Licensee acknowledges that the internet is not an inherently secure system and undertakes responsibility for the protection of its information and data. The internet may contain viruses (including other destructive programs) which may, if not eliminated, destroy parts or all of the data contained within its systems, and Redmon Group has no control over these viruses. The Licensee agrees to provide its own mechanism for checking its system for viruses obtained through the internet, including from Redmon Group's server. Redmon Group gives no warranties whether expressed or implied as to the performance levels or operation of the Redmon Group system or information.

CALL TRANSFER: One telephone number can be allocated where calls will be transferred. This number may include mobile phone, home or office number. Call charges will apply to all calls transferred. Mobile calls incur a higher rate.

E-MAIL & SMS MESSAGING: For Virtual Network and Virtual Telephone e-mail messaging is complimentary. SMS messaging incurs a fee of \$1.00 per message.

STAFF: If the Licensee and/or employee or agent of the Licensee, or any business associated with the Licensee at any time during this Agreement or within 12 months after termination of the Agreement employs any staff member employed by Redmon Group, then the Licensee shall pay to Redmon Group by way of an introduction service fee an amount equal to 30% of the new annual salary package of the replacement employee for Redmon Group. This applies to all Redmon Group staff whether permanent, part-time or otherwise.



CREDIT CARD & SECURITY DEPOSIT: Credit card payment is required for all available Services. The Licensee authorises Redmon Group to deduct all amounts charged to the Licensee on such credit card for licence fees in advance and service charges in arrears, due on the 1st day of each month. Redmon Group reserves the right to require a Security Deposit, which shall be equivalent to one month's licence fees. Should a security deposit be required, a refund of the security deposit shall be made to the Licensee within 60 days after termination of this Agreement. The Security Deposit shall not be deemed as advance payment however Redmon Group is entitled to deduct from the Security Deposit any monies owed to Redmon Group for services provided, or as a result of breach by the Licensee of this Agreement.

INDEMNITY: The Licensee indemnifies and agrees to hold Redmon Group harmless from and against any claims by the Licensee, and/or any employee, agent or invitee of the Licensee for any loss, damage, expense or claim, loss of information, damage or any errors including whether caused by any act or omission of Redmon Group. The Licensee guarantees that it will not use the virtual office for any illegal purposes and shall abide by the building rules and regulations when occupying Redmon Group's premises.

GST:

The parties agree that any and all amounts and other consideration referred to in the Agreement are exclusive of GST. Subject to this clause, if any GST is imposed on any supply made under the Agreement, subject to the supplier delivering to the recipient;

1. a valid GST tax invoice; or
2. in the case of a continuing supply or the payment of Consideration in instalments, valid GST tax invoices;

For that supply in a form that complies with the requirements of the *A New Tax System (Goods and Services Tax) Act 1999 (C'th)*, then the supplier of the supply may collect from the recipient, in addition to any consideration due for the supply ("Consideration"), the GST imposed on the supply calculated by multiplying the amount or value of the Consideration for the supply by the GST tax rate prevailing as at the date the supply is made.

DRESS CODE: Businesslike dress standard applies at all times.

REFERRAL FEE: For every successful referral to Redmon Group, the Licensee will receive their current monthly license and/or service fee at no charge for one month.

PRIVACY:

For the purposes of this clause "Personal Information" is defined as the Licensee's name, contact details, account details, credit card number and expiry date.

Redmon Group agrees that in respect of all Personal Information held it will:

- a) comply with all applicable legislation in relation to privacy and the protection of Personal Information of the Licensee;
- b) use the Personal Information for performance of its obligations under this Agreement; and
- c) not disclose Personal Information to a third party, including for the purpose of marketing products without the prior written consent of the Licensee.

Please initial & date that you agree to our Terms & Conditions: _____ Date: ____/____/____

