



Please complete this form in full and return, with payment, to Avanta Head Office. The address is at the end of this form.

Application Form

Contact Name Job Title

Company Name Email

Company Activity

Registered Address

Telephone / Fax / Email

Invoicing Address
(if different from above)

Accounts Contact Tel Email

Start Date Term (minimum 3 months)

Product Selection

Prices below are recurring monthly costs. Variable costs such as call charges and other 'per item' charges will be invoiced monthly according to usage. For detailed product description and prices please refer to the price matrix.

			Per Month (excluding VAT)	Total
<input type="checkbox"/>	M1	Mailing Address – Hanover Square	£ 75	£ <input type="text"/>
<input type="checkbox"/>	M2	Mailing Address – Other Location	£ 50	£ <input type="text"/>
<input type="checkbox"/>	C1	Calls diverted to voicemail	£ 15	£ <input type="text"/>
<input type="checkbox"/>	C2	Calls diverted to voicemail / mobile / alternative number	£ 20	£ <input type="text"/>
<input type="checkbox"/>	C2+	Additional C2s (please specify quantity)	Qty <input type="text"/> £ 15 each	£ <input type="text"/>
<input type="checkbox"/>	C3	Call answering, forwarding to 3 designated numbers	£ 70	£ <input type="text"/>
<input type="checkbox"/>	C3+	Additional C3s (please specify quantity)	Qty <input type="text"/> £ 20 each	£ <input type="text"/>
<input type="checkbox"/>	C4	Non-geographic numbers	£ 5	£ <input type="text"/>
<input type="checkbox"/>	F1	Fax to email	£ 10	£ <input type="text"/>

Total Monthly Fee excluding VAT £

Payment

Payment due with this agreement includes one month's recurring costs in advance (including VAT) plus a refundable deposit of two months' recurring costs in advance (excluding VAT).

Total Monthly fee excluding VAT	£ <input type="text"/>	
Total Monthly fee + VAT @ 17.5%	£ <input type="text"/>	A
Deposit (twice monthly fee excluding VAT)	£ <input type="text"/>	B
Total Due with Agreement (cheque enclosed - see over for payee details and addresses)	£ <input type="text"/>	A + B

Tailoring your Virtual PA Service

Mailing Preferences

Selected Avanta centre mailing address

M1/M2

Address for mail forwarding

M3

Additional forwarding address(es)

Name of nominated person if collecting mail from the business centre

Telephone Preferences

C2 Designated number

C3 How would you like your calls to be answered?

Designated numbers and who will answer

- | | | | |
|----|----------------------|------|----------------------|
| 1. | <input type="text"/> | Name | <input type="text"/> |
| 2. | <input type="text"/> | Name | <input type="text"/> |
| 3. | <input type="text"/> | Name | <input type="text"/> |

C3+ Additional designated numbers and who will answer

- | | | | |
|----|----------------------|------|----------------------|
| 4. | <input type="text"/> | Name | <input type="text"/> |
| 5. | <input type="text"/> | Name | <input type="text"/> |
| 6. | <input type="text"/> | Name | <input type="text"/> |

C4 Type of non-geographic number required

F1 Email address for faxes to be forwarded to

F2 Fax number for faxes to be forwarded to

Where did you hear about Avanta?

Avanta Centres

Please complete the application form, together with your cheque made out to the relevant Avanta centre and send it to **Avanta Head Office** (address below). **Please enclose a photocopy of your passport or driving license, including the photograph – we regret we cannot process your application without this.** Please allow 7 working days from receipt for your services to be set up.

Avanta Hanover Square
18 Hanover Square
London W1S 1HX

Avanta Charlotte Street
48 Charlotte Street
London W1T 2NS

Avanta Austin Friars
23 Austin Friars
London EC2N 2QP

Avanta Reading
Dukesbridge House, 23 Duke Street
Reading RG1 4SA

Avanta Media Village
131-151 Great Titchfield Street
London W1W 5BB

Avanta Holborn
31 Southampton Row
London WC1B 5HJ

Avanta Grove House
2 Orange Street
London WC2H 7ED

Avanta Birmingham
65 Church Street
Birmingham B3 2DP

Avanta Margaret Street
10 Margaret Street
London W1W 8RL

Avanta Hammersmith
1 Hammersmith Grove
London W6 0NB

Avanta Harrow
79 College Road
Harrow HA1 1BD

Avanta Edinburgh
93-95 Hanover St
Edinburgh EH2 1DJ

Avanta Victoria Street
83 Victoria Street
London SW1H 0HW

Avanta Regent Street
271 Regent Street
London W1B 2ES

Avanta Heathrow
Capital Place, 120 Bath Rd
Hounslow UB3 5AN

Avanta Royal Mills
Ancoats Urban Village
Machester, M4 5BW

If you do not require a mailing address and are taking other services only, please make a cheque payable to:

Avanta Management Services Limited, Head Office, 1 Hammersmith Grove, London W6 0NB

TERMS & CONDITIONS

AVANTA VIRTUAL PA

- For the period of this Agreement the Provider (Avanta) will provide the Client (your company) with the following services at the designated location.
- 1.1 Receive mail addressed to the Client and forwarded on. In the event that the Provider receives more than 50 items of mail per day on behalf of the Client will incur a discretionary Admin fee. The Client will provide the name of a nominated individual to sign for and collect mail from the designated centre if this option is preferred.
- 1.2 The Provider where required shall forward calls to the Client. The Client or employee may alter the number each has nominated on not less than 4 working day's notice to the Provider but for any number altered more than once in any period of 7 days the Provider will charge an administration fee of £20 for each additional number change. In the event that the Provider receives more than 500 calls per month on behalf of the client, additional call charges may apply.

CONDITIONS

- When the Client makes use of the Provider's facilities and Meeting/Training rooms the Client agrees that:
 - 1.1 The Client shall maintain the facilities and Meeting/Training rooms in their existing condition and shall notify the Provider immediately of any damage caused by the Client and the Client's employees and visitors.
 - 1.2 The Client shall be liable for all damage caused by the Client's principals employees and visitors.
 - 1.3 The common areas of the Premises will only be used in such a way as to have regard to the rights and interests of other users.
 - 1.4 No animals shall be brought into the Provider's buildings.
 - 1.5 The Meeting/Training rooms are hired on an exclusive basis and billed at the then prevailing Avanta Client rate as per the location's Facilities & Services pricing.

PAYMENT

- Payment will be made monthly in advance by direct debit.
 - 2.1 Any Additional Services must be paid for in advance at the Avanta location where these services are used including Meeting and Training Rooms.
 - 2.2 If the cost of the additional services used by the Client exceeds half of the deposit from time to time then the deposit must be increased by 50% as requested by the Provider.
 - 2.3 If any payment is more than 7 days overdue then the Provider shall be entitled to suspend the provision of services to the Client until any overdue payments are settled.

PROVIDER'S RIGHTS AND RESPONSIBILITIES

- The Provider will use all reasonable endeavours to ensure accurate and expeditious handling of communications for the Client but no responsibility shall attach to the Provider or its staff or agents for any injuries, damage or loss howsoever arising or to whomsoever caused.
 - 3.1 The Provider shall have no liability to the Client in respect of any act omission neglect delay or default by any of the Provider's staff or agents and whether in contract or in tort.
 - 3.2 The Provider will use reasonable endeavours to provide the optional additional services a per the locations Facilities & Services Information subject to availability.

CLIENT'S RIGHTS AND RESPONSIBILITIES

- The Client shall be entitled to receive the services subject to these Terms and Conditions.
 - 4.1 The Client shall be entitled to receive the services stipulated within this agreement but you must pay the stipulated fees and costs of other services accordingly.
 - 4.2 The Client cannot send from or have delivered to any Avanta location any noxious, harmful, dangerous, live, perishable or bulky objects.
 - 4.3 The Client will fully indemnify the Provider against any expenses cost claims damages or penalties incurred by the Provider in connection with this Agreement howsoever occasioned.
 - 4.4 The Client will not carry on any business which could be construed by the Provider as illegal, defamatory, immoral or obscene and will not use the Location whether directly or indirectly for any such purpose.

DURATION AND TERMINATION

- In the event of either party being in breach of any of the conditions of this Agreement the other Party shall be entitled to terminate this Agreement immediately by sending written notice to that effect.
 - 5.1 The Provider reserves the right to terminate this agreement with the Client, unreservedly, should the spirit of the agreement entered with the Client be breached in any way whatsoever at the Providers discretion.
 - 5.2 Two months notice is required by the provider to terminate this agreement

GENERAL

- Any notice given by either party must be in writing.
 - 6.2 The agreement is personal to you the Client and is not capable of assignment.
 - 6.3 Two months deposit is required and will be returned 30 days after termination date of this agreement. In the absence of direct debit from a UK bank account, 3 months deposit is required.
 - 6.4 The Client shall provide the Provider evidence of identification by way of a valid passport or UK driving Licence prior to the start of the Agreement.
 - 6.5 This agreement shall be governed by and construed in accordance with the laws of England and Wales. This agreement creates no rights in any third parties to enforce its terms pursuant to Section 1 of the Contracts (Rights of Third Parties) Act 1999.

For and on Behalf of the Client:

Name (Printed) Title Signature Date

For and on Behalf of Avanta:

Name (Printed) Title Signature Date

Avanta is the generic trading name of Avanta Management Services Ltd. Registered Office: 1 Hammersmith Grove, London W6 0NB, Registration number 4953528. For the purposes of this agreement, the 'Provider' is the Avanta Centre you have selected and the 'Client' is the signatory to this agreement.

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Avanta
Making Space Work 