



## Postal Address Client

Please tick the appropriate box to indicate whether the Postal Client is:

- Sole Trader       Limited Company       Co-operative   
 Partnership       Voluntary Organisation       Registered Charity

### Registered Address

Company Name	
Contact Name	
Date of Application	
Directors Name if Limited	
Company Number if Limited	
Contact Address	
Postcode	
Email Address	
Telephone - Mobile: Home:	

Please give a brief description of your business.

.....  
 .....  
 .....

How long has your business been established?

- Less than 1 year       1 to 5 years       5 to 10 years   
 More than 10 years       Don't know



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Why do you feel your business requires a virtual post box service?

.....  
.....  
.....

Please tick any of the below that apply to your industry sector.

- Manufacturing
- Construction
- Creative Industries
- Other, please specify .....
- Tourism related
- Services   
(i.e. Distribution, Transport, Public Admin, Education, Health, etc.)

If your business nature falls within the Creative Industries Sector, please tick any that apply:

- |  |                          |                              |                          |
|--|--------------------------|------------------------------|--------------------------|
| Architecture                           | <input type="checkbox"/> | Interactive Leisure Software | <input type="checkbox"/> |
| Arts and Antiques Market               | <input type="checkbox"/> | Music                        | <input type="checkbox"/> |
| Crafts/Fine Art                        | <input type="checkbox"/> | Performing Arts              | <input type="checkbox"/> |
| Design (e.g. product, graphic etc)     | <input type="checkbox"/> | Publishing                   | <input type="checkbox"/> |
| Designer-Fashion                       | <input type="checkbox"/> | Software&Computer Services   | <input type="checkbox"/> |
| Film and Video (Including Photography) | <input type="checkbox"/> | Television and Radio         | <input type="checkbox"/> |

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If you as a sole individual will be responsible for the collection of your post, please complete the table below.

Full Name	
Address	
Post Code	
Mobile Number	
Land Line (if applicable)	
Email Address	

If there will be other members of your business who will be collecting post on your behalf, please list them below.

Name	
Position	
Contact Number	
Email Address	

Name	
Position	
Contact Number	
Email Address	

Name	
Position	
Contact Number	
Email Address	

## Postal Address Client

### Terms and Conditions of the Virtual Post Box Service

#### 1 SERVICE

- 1.1 The Virtual Postal Box (VPB) service enables the member to utilise the Terrace address for all incoming mail for the period of this agreement.
- 1.2 This is an annual service, **£312** payable in advance and in full(including VAT).
- 1.3 Members specified in the agreement shall be eligible to receive all post addressed to them, bearing in mind the terms of this agreement at all times.
- 1.4 Members shall be provided with a dedicated post box where the members post will be stored.
- 1.5 Post shall be available for collection from the Terrace reception between the hours of 9.00 and 16.45 Monday to Friday.
- 1.6 Post will not be available for collection on Saturday or Sunday.

#### 2 THE TERRACE'S RIGHTS AND RESPONSIBILITIES

- 2.1 Post may only be collected from the Terrace reception and shall only be given to persons specified in this agreement.
- 2.2 The Terrace shall not permit the members post to be collected unless it is first signed for by the named eligible persons at the point of collection.
- 2.3 The Terrace must be satisfied that the signature provided under clause 2.1 above matches the signature kept on its records before it allows post to be collected.
- 2.4 The Terrace does not provide a service to redirect mail.
- 2.5 The Terrace bears no responsibility should post not be collected within 28 days from the date of receipt.
- 2.6 All incoming mail received on behalf of the member will be date stamped and monitored.
- 2.7 The Terrace shall not accept any item which exceeds 5kg in weight, 18 inches in any dimension or 1 cubic foot in volume.
- 2.8 The Terrace in its absolute discretion shall be entitled to
  - 2.8.1 destroy any mail not collected in accordance with these Terms and Conditions, and
  - 2.8.2 refuse to accept any quantity of items which the Terrace considers unreasonable.

#### 3 MEMBER'S RIGHTS AND RESPONSIBILITIES

- 3.1 Members must pay the membership fee on the due dates and must perform all obligations contained in this agreement.
- 3.2 The members must provide the Terrace with two forms of identification in order to set up a VBP account, which will be photocopied and kept on file for the duration of the agreement.
- 3.3 Members shall be liable for all charges incurred in relation to their post and will be informed of this accordingly within a reasonable time.
- 3.4 The Terrace shall refuse to accept any post that has not had the correct postage paid.
- 3.5 Members are not permitted to use the Terrace address as the registered office of a company or partnership without the prior express written permission of the Terrace.
- 3.6 Members are responsible for notifying the Terrace of any changes to its contact details, and must do so in writing immediately.
- 3.7 In the event that a member becomes unreachable due to a failure to provide a change of address under clause 3.6 above, the Terrace withholds the right to refuse all mail addressed to that member and will return all items of post to sender.

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### 4 PAYMENT, DURATION AND TERMINATION

- 4.1 This agreement shall be renewable on an annual basis and shall continue in force until such time that:
- 4.1.1 the specified term has elapsed, or
  - 4.1.2 either party cancels the agreement by giving 30 days written notice to the other.
- 4.2 In the event of the agreement being prematurely cancelled as described at clause 4.1.2, the member shall not be eligible to any form of reimbursement of the remainder of the annual fee.
- 4.3 In the event that the member fails to pay the agreed membership fee when they fall due under this agreement, the Terrace shall be entitled to
- 4.3.1 retain all of the members correspondence until full payment of the amount owed is made to the Terrace
  - 4.3.2 excluded the member from further use of the services until all outstanding sums are paid, and
  - 4.3.3 terminate this agreement with immediate effect notwithstanding the contents of clause 4.1.2 above.

### 5 RENEWAL

- 5.1 The Terrace is under no obligation to renew a member's agreement as a matter of course.
- 5.2 Members wishing to renew this agreement must notify the Terrace in writing no later than 7 days before the agreement is due to expire.
- 5.3 Members may request an extension of less than 12 months at the time of renewal by notifying the Terrace in writing of the desired term, and provided the Terrace is in agreement, the member shall be invoiced accordingly, at a monthly fee to be negotiated at an agreed date.

**I hereby certify that all information provided in this document is true to my knowledge and confirm that I have read, understood and accept the terms and conditions specified.**

**Applicant** \_\_\_\_\_

**Date:** \_\_\_\_\_

### For Office Use Only

Date of form returned: \_\_\_\_\_

Agreed Start date: \_\_\_\_\_

Checklist: 2 Forms of ID   
Applicant Signature

Member of staff approving application: Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_