

## Film City Glasgow : Virtual Office Application Form



Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Website \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Type of package \_\_\_\_\_

For Post and Phone packages only:

Would you like to set up an answer phone service or have all calls redirected to a

number of your choice? \_\_\_\_\_



## Film City Glasgow : Virtual Office Terms and Conditions

### General

1. Post will be held at the front desk (Govan Road) and can be collected during normal business working hours (i.e. Monday - Friday, 9.00 am - 5.00 pm). It can only be collected by named persons and must be signed for. Alternatively, post can be forwarded to your preferred address (postage and admin charge to be paid).
2. The subscription for this service will be invoiced on a monthly basis and payment should be made by standing order. Call forwarding charges incurred will be invoiced for quarterly and payment is by BACS or cheque made payable to Film City Glasgow Ltd.
3. Invoices and all other correspondence will be sent to the address given.
4. Appropriate references must be received before the service can commence.
5. We reserve the right to check details of individuals as well as company director(s).
6. All prices quoted are exclusive of VAT and correct at the time of going to press, but may be subject to change without notice.
7. Use of any service may be denied (and mail not released) if:
  - i. You have not supplied sufficient references;
  - ii. You have failed to pay the price + VAT previously;
  - iii. You are in breach of your agreement.
8. These terms and conditions may be subject to change without notice.

### Cancellation

The minimum contract is for a period of three months, after which a month's written notice can be given at any time.

### Liability

We are not liable for any post that is lost, damaged, stolen in transit or at Film City. We will not in any circumstance have an liability for loss of business, loss of profits, loss of anticipated savings, loss of or damage to date, third party claims or consequential loss. By accepting these terms you fully agree to indemnify us from any such claim.

**I have read and agree to the terms and conditions.**

Signed \_\_\_\_\_

Date \_\_\_\_\_