



## Virtual Office Agreement

This agreement is between **Salt Space Coworking Pty Ltd (ACN: 674 365 569)** and the parties listed below as 'Client', to provide Virtual Office Services for a defined period of time. The agreement is governed by the accompanying Terms and Conditions and governed in the state of Queensland.

### Client Information:

*Your invoice will be sent to these details*

<b>Client Name</b> (Primary Contact)	
<b>Company Name</b>	
<b>Phone</b>	
<b>Email</b>	

### Membership Details:

<b>Fee</b>	\$480 per year
<b>Period</b>	12 months
<b>Start Date</b>	
<b>2 x Registered business name/s included in the membership</b>	1.
<i>Note: For more than 2, additional \$50 per year, per business name</i>	2.
<b>Email address/es for mail notifications</b> (or as above)	
<b>Website</b> (if applicable)	

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# Terms and Conditions

## Business Address

Level 1, 888 Brunswick Street  
New Farm, QLD, 4005

## Our \$480 incl GST annual membership entitles you to the following services:

- mail collection and notification during normal business hours (Mon-Fri 8 am-5:30 pm)
  - use of our business address for your business requirements (i.e registered address for ASIC, publish it on your website, correspondence, business promotions)
  - a maximum of two (2) business names per single Company Director.
  - email notification of mail and parcels within 24 hours
  - scanning and emailing of mail (4 documents per month for free)
  - access to Printing & Scanning facilities (100 free pages per month)
  - 50% off 1 Day Pass for the Primary Contact\*
  - 50% off meeting room bookings for the Primary Contact\*
  - Optional backlinks added to our website (<https://saltspace.com.au/our-coworkers/>).
- \* subject to availability

## To set up a virtual office

- Payment of invoice by the due date.
- Completion of the Virtual Office Membership Agreement which will include details of the primary contact person and names of the businesses you require Salt Space Coworking to hold mail for.

## Collecting Mail

- In person collection of mail we will require a sighting of photographic identification of the Director (in the case of a business or company) or primary contact (such as an Australian Driver's license, a valid Passport, a current student card which shows your name and address). This is to ensure mail is going to the correct person.
- If someone other than yourself will be collecting the mail on your behalf. We will require an email from you with contact details and they will need to show photographic ID when they come to collect the mail.

## Other conditions

- Additional business names are \$50 per business name (over the 2 included in membership)
- We do not provide a mail forwarding service. All mail must be collected from Salt Space Coworking reception. Some exceptions can be made on a case by case basis this will include a \$10 surcharge per piece of mail forwarded on top of postal costs.
- Mail left uncollected for a period of more than one month will be returned to sender unless otherwise negotiated.
- Large parcels will need to be collected asap following delivery as we do not have suitable storage to hold large items for extended periods.
- Any mail received outside the membership period will be returned to sender or discarded.
- If at any time, Salt Space Coworking deems you exceed the level of use reasonably expected from someone using this service, Salt Space Coworking reserves the right to terminate or suspend your Virtual Office Membership without notice. Contact will be made to discuss a reasonable usage charge in order for the service to continue.
- Our Virtual Office services may not be used for direct marketing services which are likely to result in more than 40 items of mail being delivered to you at the Address in any calendar month.
- We do not permit the delivery of any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene, unethical or otherwise objectionable material to the Address and, in the event that we have reason to believe that any mail delivered to you at the address is or may be in any way, unlawful, harassing, libellous, abusive, threatening, harmful, vulgar,

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obscene, unethical or otherwise objectionable material, we reserve the right to dispose of such mail item as we see fit.

- In the event that, for whatever reason (including, without limitation, as a result of any marketing or promotional campaign) you anticipate a material increase in the volume of mail delivered to you at the address, you will notify us in writing as soon as you become aware of the circumstances likely to give rise to such change in volume.
- We reserve the right to refuse access to our service to certain individuals. Examples include those who behave violently, threateningly or abusively; customers who do not agree to pay for our services or in any other way misuse the service.
- The use of the services is subject to all applicable local, national and international laws and regulations.
- Our Virtual Office Membership is a yearly agreement. All fees are to be paid upfront as a one-off payment. The agreement will automatically renew and an automatic invoice will be sent at the end of the year.
- Either party may advise that they do not wish to renew the service prior to the end of the current period.
- We reserve the right to terminate this agreement at any time, without notice if these conditions are not met.
- If the agreement is terminated or not renewed, then the Client must immediately remove the Business Address from all publications and immediately advise ASIC of the change of address.
- We do not take responsibility for the material received nor the legality of its content as we are acting as the receiver.
- We do not take any responsibility for the possible loss, damage or other circumstances that may occur to received items.
- Only the Primary Contact, noted above, can collect their mail or packages unless prior authorisation has been given by the Primary Contact for someone else to collect it on their behalf.
- Salt Space Coworking reserves the right to withhold the processing of mail if it deems that any terms and conditions have been breached including the failure to provide the required documents in the allotted time.
- Salt Space Coworking reception closes each year for a period of time for Christmas/New Year and some services (such as parcel delivery) will be unavailable during this time. Please contact us if you wish to discuss any impact this may have on your membership.

**Salt Space Coworking authorised representative:**

**Client authorised representative name:**

*Jessica Valentine*

\_\_\_\_\_

**Position:** *Director*

**Position:** \_\_\_\_\_

**Signature:**

**Signature:**

**Date:**

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

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