



Airedale Enterprise Services (The Orchard) Sunderland Street, Worth Way,
Keighley West Yorkshire BD21 5LE.
T. 01535 607775.

The Orchard – Virtual Office Terms & Conditions

1. The Virtual office level 1 is a service operated by Airedale Enterprise Services, Sunderland Street, Worth Way, Keighley BD21 5LE that entitles the client to use the following address **“Your Business name” “The Orchard”, Airedale Enterprise Services, Sunderland Street, Worth Way, Keighley BD21 5LE** specified in this agreement as his/her business address and not as his/her registered office address. Mail may be handled according to specific instructions by the client.
2. The client will be responsible for all resulting forwarding and servicing charges.
3. This agreement starts on the day notified by the client and continues for the term specified in this agreement and thereafter until terminated by either party by giving one month's written notice to the other.
4. The monthly cost will be **£25.00 plus VAT plus £15 plus VAT for telephone number**. AES will notify the client when mail has arrived either by phone or email at least twice per week. It will be the responsibility of the client to collect the post at a mutually convenient time and within AES opening times which are currently Monday – Thursday 8.30am – 5pm, Friday 8.30am – 2pm. The client is advised to contact the AES office on 01535 607775 prior to collection.
5. Notices to terminate the agreement must be in writing and delivered to an authorised representative of the other party concerned or sent by registered mail.
6. Upon termination of the agreement, it is the client's responsibility to notify all parties of the change of address. Subsequent mail sent to “The Orchard” will be returned to the sender.
7. Fees for the provision of the service are payable in advance on the standard date specified in the application (agreement).
8. Airedale Enterprise Services (The Orchard) reserves the right to refuse to accept any items delivered that it considers to exceed reasonable size, weight, volume or quantity without prior agreement. Airedale Enterprise Services will not accept any dangerous, live or perishable

goods. Airedale Enterprise Services does not guarantee or assume responsibility for any of the services hereunder.

9. The client warrants that it will not use any of the rights granted in this agreement for any obscene, illegal, immoral or defamatory purposes and will not in any way bring Airedale Enterprise Services into disrepute. The client will not in any way whatsoever use or combine Airedale Enterprise Services name or The Orchard's name, in whole or part, for the purpose of trading activities.
10. Airedale Enterprise Services will not be liable for any loss sustained as a result of any mechanical breakdown, strike, delay or failure of any staff, manager or caretaker to perform their duties.
11. In no circumstances will Airedale Enterprise Services be liable for any loss or damage whatsoever and how so ever caused, except that result from Airedale Enterprise Services negligence, including liability or consequential losses or loss of profits.
12. This agreement shall be governed by and interpreted in accordance with English law and the parties hereby submit to the exclusive jurisdiction of the English courts.

Signed by.....

Please Print your Name in Full.....

Business Trading Name.....

Home Address.....

.....Postcode.....

Contact Telephone Number.....

Email address.....

<u>For office use only</u>	
Date agreement signed	
Copy given to client	Please circle Y or N
Copy in client file	Please circle Y or N
Signed by AES Representative	
Date	

Airedale Enterprise Services is a Company limited by Guarantee No 04314996 Sunderland Street, Worth Way, Keighley BD21 5LE T. 01535 607775 e. info@airedaleenterprise.org.uk w. www.airedaleenterprise.org.uk
