



Virtual Office Application Form

Full Name.....

Company Name.....

Company Number..... Contact Number.....

Email Address:

Correspondence Address:

.....

Are you a Director of the Company? Yes/No

Do you have the authority to make this request for a Registered Address Yes/No

Logo Supplied for Mini Vault? Yes/No/To Follow

ID Checks *(Please tick where appropriate)*

At least one proof of photo ID and 1 of address must be submitted.

1. Photo ID	Passport		Driving Licence	
2. Proof of Address	Utility Bill		Bank Statement	

Start date (at least 5 days notice) Date:

Signed: Date:

Terms & Conditions

By signing this form, you agree to following terms & conditions:

- The address given will be used as a Registered Address for the purpose of that required by Companies House.
- Virtual Office billing will be on 1st of each month. A start date part way through the month will be billed on a pro-rata basis for the first month, then monthly in full thereafter.
- Once the initial invoice is paid you will receive a monthly invoice and will need to choose the Autopay option or set up a standing order.
- If payment is not made by the due date your virtual address will be cancelled with immediate effect.
- The Registered Address will be confirmed to you by email – it must not be uploaded to Companies House until the confirmation has been issued.
- Virtual Office is offered for a minimum period of 3 months, it will automatically continue as a monthly service until notice is given.
- To cancel your Virtual Office service at least 1 months’ notice must be given. This can be done by writing to Gill@Tewkesburycoworking.co.uk



Virtual Office Application Form

- Keys to your Mini Vault will be issued once all the paperwork is complete and the initial invoice is paid.
- Treetop Property LLP will allocate your Mini Vault and display your Company Name and Logo (if supplied) on the front of the Vault.
- Any post that arrives at The Exchange addressed to you and your Company will be deposited in the Mini Vault.
- You will be notified weekly if there is post, you are also welcome to come in to check the Mini Vault any day during normal working hours (currently 9am to 5pm)
- The virtual office is not to be used as a mailing address for bulky items.

For Office Use Only

Virtual Office Start Date:

Virtual Office Number:

Mini Vault Number: