

The Springfield Business Center  
55 State Street -3<sup>rd</sup> Floor  
Springfield, MA 01103  
413-746-9846

Office Term Worksheet

User Business Name: \_\_\_\_\_

User Business Nature: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Office Unit: \_\_\_\_\_

Office Unit Rent: \_\_\_\_\_

Term of Use: \_\_\_\_\_ (minimum 6 months)

Security Deposit: \_\_\_\_\_

Installation Charges: \_\_\_\_\_

Other Charges: \_\_\_\_\_

Furniture Included:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Notes:

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