



For Office Use Only

Add to Simply Acc.	Assign a mailbox & add to excel mailbox log
Create Invoice	Make mailbox label – blue
Add to recurring invoices in Simply Acc.	Invoice #
Credit Card on file	Frequency of invoicing _____ month(s)
Recurring Payments?	Add email to front desk Outlook PES & WROS mbox clients
If paid, make a receipt	Add information in WROS cash form / Online Payment form
Add to Next Invoices	Add to email to list of clients, tenants. Hourly office emails file

PRE-PAY IDENTITY PACKAGE QUARTELY RECURRING AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20_____

BETWEEN: White Rock Office Services
 202-15388 24th Avenue
 Surrey, B.C. V4A 2J2

Unit 202 – 15388 24th Avenue
 Surrey, B.C.
 V4A 2J2 (this is the address you use)

(Hereinafter referred to as “WROS”)

AND: All Services and invoicing will commence on the first day of the following month of the date on this agreement. Please attach business card to this sheet (I.D must be presented with current address)

*Name:
*Birth date:
*Social Insurance Number:
*Business Number (not phone #):
*Current address:
*Company name:
*Phone number:
*Cell number:
*Fax number:
*Email address:
*Emergency contact:
*Website:
Payments are processed on a Quarterly recurring basis through credit card*. Please select how you would like to be contacted to collect your credit card information to open your mailbox.
Phone: _____
e-mail _____
other: _____

(Hereinafter referred to as "Client")

IN CONSIDERATION of the charges payable and the agreement herein, the parties agree as follows:

1. WROS agrees to provide and the Client takes for his exclusive use for the purpose of carrying on the business and/or profession of _____ and for no other purpose the WROS **Identity Package** herein at 202-15388 24th Avenue, Surrey, B.C. V4A 2J2.
2. The services provided will be for a period commencing on the 1st day of ____ 20____ on a quarterly basis - at a rate of **\$50.00+GST** per each month (\$150.00 /quarter +GST) which must be **pre-paid on the first day of the quarter** that the invoice is created. Recurring payments will be charged to the client's credit card every quarter.
3. WROS agrees with the Client to provide as follows:
 - a. Receive mail and send **DAILY** email notifications by scanning the outside of the envelope of all new mail
 - b. Distribute mail (see D under "Client agrees..." for important details)
 - c. Receive and hold parcels (see D under "Client agrees..." for important details)
 - d. Basic reception service
 - e. Client can use our mailing address as their own to get a business license, in their letterheads, advertising, business cards, website, yellow pages and brochures
 - f. Outgoing mailing services (postage and handling charges to be paid by the Client)
 - g. Word processing, secretarial, computer, facsimile, scanning and photocopy services on an "as required" basis according with the Schedule of Charges
 - h. Boardroom \$40 per hour / hourly office rental; \$30.00 per hour
 - i. **Secure Mail/Document Shredding: \$10 minimum to \$20 Banker Box**
4. Since we do DAILY email notifications by scan as a service included in your ID package, **we cannot accommodate checking the mailbox to inform if the mail has arrived and what is in the mailbox be it by phone or e-mail.** We could provide this service only under special one-time circumstances: vacation, illness, etc. When and if this service is required regularly, or those who require us to open their mail and forward it, there will be extra charges. If this is a service that you require, please inform us.
5. Please write all special requests that you may have regarding your mail. **(Please note that there are extra charges on some special requests such as mail forwarding etc.)**

The Client agrees with WROS as follows:

6. To pre-pay a monthly fee of \$50.00+GST every 3 months in advance on the first (1st) day of the Quarter. WROS will charge your credit card on file automatically for any and all fees incurred by WROS on behalf of the Client (couriers, mail forwarding, secretarial, faxes, shredding etc.)
7. **SERVICE CHARGES:** I agree to pay a **\$25.00 & applicable tax** service charge for all rejected payments, whether by Pre-Authorized /credit card auto debit system. NSF **cheques** will have a **fee of \$40.00** per NSF cheque.

8. PAYMENT INFORMATION: I will give WROS at least 30 days written notice of any change in payment information to allow sufficient time for processing. I understand that failure to give the required notice may result in service charges to me for rejected unpaid items.
9. EARLY TERMINATION BY WROS: WROS may terminate this Agreement for breach of terms and conditions, policies or regulations adopted by WROS from time to time.
10. The cost of \$50.00 + GST per month covers the client for ONE (1) regular size mailbox slot. If client requires more space they must pay an additional \$52.50 per month for each additional slot.
11. Cash payment: Please ask for a receipt, as we may require this receipt when settling your account. In case of a discrepancy, your account will not be credited until you provide proof of payment with a receipt.
12. In order to open your mailbox and start providing services, WROS requires to have a valid credit card on file and to be up to date in the payments.
13. To use no more than 3 Company Names per mailbox, only one company per mailbox, otherwise, there needs to be an additional mailbox account opened at \$50.00 + GST per month billed quarterly at \$150.00 + GST quarterly.
14. When providing someone with the necessary information to send you or your company a parcel/mail you must provide **your** Company Name and/or Individual Names noted on your account. WROS has a strict policy of not signing for any items addressed to: Peninsula Executive Suites and/or White Rock Office Services and/or any employees of PES and/or WROS that were not ordered by anyone in our company.
15. ID Packages includes package storage at our location for 30 days at no extra cost. Packages that remain at our location after 30 days of delivery will incur a \$50 + GST charge per month. This storage fee will be charged to the client's credit card on file.
16. To give WROS **ONE CLEAR CALENDAR MONTH NOTICE** in writing of intent to terminate this agreement, such notice to be effective on the last day of rental month, or **TO PAY ONE MONTH RENT IN LIEU OF PROPER NOTICE**; Verbal cancellation notices are not accepted.
17. Upon cancellation of your virtual mailbox address, within 3-5 business days WROS will notify the City of Surrey and B.C. Registries that you/your organization will not be conducting business out of this address starting on the date business address is canceled. **Please ensure to change your business and/remove our address from/with:**
 1. B.C. Business Registry
 2. City of Surrey licensing department
 3. CRA- Canada Revenue
 4. Your website
 5. Business Cards/ brochures
 6. Google
 7. Yellow pages
 8. Yelp
 9. Social Media
 10. Professional Associations
18. Deliveries of any illegal items to our location including but not limited to: weapons, counterfeit, explosives of any kind, drugs, drug paraphernalia, pornographic material and anything that is considered illegal in Canada is absolutely prohibited. If we become aware of any such deliveries to our location, your mailbox account will be terminated immediately. Delivery returned to sender and your mailbox account will not be re-opened under any circumstances.

19. WROS may terminate this Agreement:
- (i) If any installment of the monthly fee is in arrears for thirty (30) days, whether formally demanded or not; Mail will be marked as **MOVED** and returned to sender for accounts that are in arrears and the mailbox account will be closed. (re-opening a closed mailbox due to non-payment will require an admin fee of \$50.00)
 - (ii) If the Client shall breach any covenant herein.
 - (iii) Upon giving **ONE CLEAR CALENDAR MONTH NOTICE**, such notice to be effective on the last day of rental month.
20. Mail addressed to accounts over 30 days in arrears will be held at the administration office. Immediate payment required.

Please subscribe me to your email list

IN WITNESS WHEREOF the parties hereto have executed this agreement on the day and year first written above.

WHITE ROCK OFFICE SERVICES

CLIENT

Signature

Signature

Name

Name

BUSINESS CREDIT REFERENCES

Name and Phone number

Name and Phone number

IMPORTANT INFORMATION REQUIRED Please do not skip

NAMES OF PERSONS / COMPANIES THAT WILL BE RECEIVING MAIL IN THIS MAIL BOX

1. _____

2. _____

3. _____

Please take a moment to tell us how you heard about us

Outside sign

Through a friend or business partner

Our Website

Facebook

Instagram

LinkedIn

Craigslist

Google

Yellow Pages online

Other _____