



VIRTUAL OFFICE APPLICATION FORM FOR BLENHEIM HOUSE

Virtual Office Address: Blenheim House, Cambridge Innovation Park, Denny End Road, Waterbeach, Cambridge CB25 9GL

Supplier: Paragon Land & Estates Ltd, Foxwood Lodge, Marefen Drove, Littleport, Cambs CB6 1RH

Client Details:

Company Name & Reg No. (if Limited):	
Trading as (if sole trader):	
Contact Name:	
Contact Email Address:	
Contact Tel. No.:	
Company Correspondence Address:	
Company Billing Address and details if different:	
Billing Reference or Purchase order details (if any):	
Commencement Date for Virtual Office:	
Forwarding address for any uncollected mail:	

Please email your completed form to info@paragon.land or call us on 01223 750 373

SERVICES REQUIRED:

Category	Option	Monthly Charge - by monthly Direct Debit	Tick (✓)
Basic Services	a) Business address b) Postbox & key) c) Access: Mon-Fri 8am – 6pm	£45 + Vat	
Additional Options		Added to monthly direct debit:	
(1) Meeting rooms bolt on	10% discount on any booking	£20 (+VAT) pcm	
	3 hours per month of any meeting room (up to 6 people)	£60 (+VAT) pcm	
(2) Forwarding of mail	Weekly	£25 (+VAT)) + postage at cost	
	Fortnightly	£20 (+VAT)) + postage at cost	
	Monthly	£15 (+VAT)) + postage at cost	
(3) Scanned mail		POA	
(4) Extended access hours	Mon – Sat 8am – 8pm	£5 a month (+ £15 returnable deposit on fob)	
(5) Parcels	Parcels will not be accepted or stored other than with prior approval	POA	