



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:

1. **Company Name & Reg No.** (if Limited):

2. **Trading as** (if sole trader):

3. **Contact Name:**

4. **Contact Email Address:**

5. **Contact Tel. No.:**

6. **Company Correspondence Address:**

7. **Company Billing Address and details if different:**

8. **Billing Reference or Purchase order details (if any):**

9. **Commencement Date for Virtual Office:**

10. **Forwarding address for any uncollected mail:**

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	