

202 – 15388 24th Avenue, Surrey, B.C. V4A 2J2
 Telephone: (604) 531-9205 Fax: (604) 535-9946
 E-mail: info@wros.ca
 Website: www.wros.ca



For Office Use Only

Add to Simply Acc.	<input type="checkbox"/>	Add to Next Invoices	<input type="checkbox"/>
Create Invoice & Deposit Invoice	<input type="checkbox"/>	Assign a mailbox	<input type="checkbox"/>
Add to recurring invoices in Simply Acc.	<input type="checkbox"/>	Make mailbox label – blue	<input type="checkbox"/>
Credit Card on file	<input type="checkbox"/>	Add to excel mailbox log	<input type="checkbox"/>
Recurring Payments?	<input type="checkbox"/>	Add email to front desk Outlook PES & WROS mailbox clients	<input type="checkbox"/>
If paid, make a receipt	<input type="checkbox"/>	Follow/add/like to FB, Twitter, LinkedIn	<input type="checkbox"/>

PRE-PAY IDENTITY PACKAGE RECURRING AGREEMENT

THIS AGREEMENT made this ____ day of _____, 20____

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

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

(Hereinafter referred to as “WROS”)

AND: Please attach business card to this sheet (**I.D must be presented with current address**)

*Name:
*Birth date:
*Social Insurance Number:
*Business Number:
*Current address:
*Company name:
*Phone number:
*Cell number:
*Fax number:
*Email address:
*Emergency contact:
*Website:
Payments are processed on a Monthly recurring basis through credit card. Please let us know how you would like us to contact you to provide us with your credit card information. Phone: _____, Whatsapp call _____, e-mail _____, Fax _____, 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 _____ day of __ 2015____ on a monthly basis - at a rate of **\$25.00+GST** per each month which must be pre-paid on the first of the month that the invoice is created. Recurring payments will be charged to the client's credit card.
3. WROS agrees with the Client to provide as follows:
 - a. Receive and distribute mail (see D under "Client agrees..." for important details)
 - b. Receive and hold parcels (see D under "Client agrees..." for important details)
 - c. Basic reception service
 - d. Client can use our mailing address as their own in their letterheads, advertizing, business cards, website, yellow pages and brochures.
 - e. Outgoing mailing services (postage charge to be paid by the Client);
 - f. Word processing, secretarial, computer, facsimile and photocopy services on an "as required" basis according with the Schedule of Charges;
 - g. Boardroom / hourly office rental; \$30.00 hour
 - h. Phone answering service \$90.00/month based on 100 calls (installation fees apply)

Please see attached form for a complete list of services provided

The Client agrees with WROS as follows:

- a. To pre-pay a monthly fee of \$25.00+GST per month in advance on the first (1st) day of each month start, as well as any charges incurred by WROS on behalf of the Client (i.e. couriers, mail, word processing, faxes, etc.) **There will be an additional fee of \$45.00 for all dishonoured cheques.**
- b. To pay a security deposit equal to one (1) month fee of \$26.25, to be applied to any charges owing by the Client at the termination of the term; Please submit in cash or in a separate check clearly marked as DEPOSIT on the memo line.
- c. To use no more than 3 Company Names per mail box;
- d. When filling out the information for someone else to send you or your company a parcel/mail you may use only your Company Name and/or Individual Names noted on your account. Our company has a very strict policy being that we will not sign for any item addressed to: Peninsula Executive Suites and/or White Rock Office Services and/or any employees of PES and/or WROS that was not ordered by anyone in our company.
- e. 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 OR PROPER NOTICE;**
- f. WROS may terminate this Agreement:
 - (i) If any installment of monthly fee is in arrears for five (5) days, whether formally demanded or not; or
 - (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.

g. Mail addressed to accounts over 30 days in arrears will be held at the administration office. Immediate payment required. After 30 days of the mail being held at the admin office it will be marked as moved, returned to sender and account turned over to the collection department.

h. Due to a very high volume of clients, **we can not accommodate checking the mail box to inform if mail has arrived and what is in the mail box be it by phone or e-mail.** We will be delighted to provide this service only under special one time circumstances – example: vacation, illness when you cannot physically check the mailbox. When and if this service is required on a regular basis, for those who live out of town, there will be extra charges. If this is a service that you require, please let us know and we will discuss your needs and the services that we can provide.

i. Please write any and all special requests that you may have regarding your mail. We will try to accommodate as much as possible. Eg: Don't sign for register mail, take out junk mail and forward to another address. Etc. **(Please note that there are extra charges on some special requests such as mail forwarding etc.)**

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

WHITE ROCK OFFICE SERVICES

Signature

Name

CLIENT

BUSINESS CREDIT REFERENCES

Signature

Name and Phone number

Name

Name and Phone number

**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

Yellow Pages book

Yellow Pages online

The sign outside

Through a friend or business partner

Our Website

Kijiji

Craigslist

Flyer in mail

Google

Other _____