

# Beverly Hills Agreement

This agreement is entered into between Office In Beverly Hills / Global Business Centers (GBC) located at 468 N. Camden Drive, Beverly Hills, California 90210 ("Provider") and \_\_\_\_\_ ("Client") who's Billing address is \_\_\_\_\_

~e~

## The Parties agree as follows:

**1. Term:** The Term of this agreement is **MONTH-TO-MONTH** commencing on \_\_\_/\_\_\_/\_\_\_ and will be automatically renewed from month to month unless terminated upon a 30 day written notice by either party to the other or in the event of default.

**Signature: x** \_\_\_\_\_

### **2. Provider's Services:**

- A. Telephone answering between the hours of 8:00 a.m. and 5:30 p.m., Monday through Friday, except for holidays as designated by Provider, with voicemail services, twenty-four (24) hours per day.
- B. Mail receipt, sorting and forwarding weekly to Client or held for Client pickup at Client's option (postage or overnight delivery charge to be paid by Client).
- C. Use of Provider's conference rooms and offices pending Client's reservation in advance and availability. Client may utilize conference rooms and office time upon pre-payment of a nominal fee to Provider.
- D. Additional services as set forth on the second page of this agreement incorporated by reference.

**3. Fees:** Fees are set forth in addendum A on the reverse side of this Agreement and are due the 1<sup>st</sup> of each month. A partial 1<sup>st</sup> month will be prorated.

**4. Default:** Provider may terminate this agreement upon **Five (5) days** written notice in the event of any of the following:

- A. Non-payment of any fees owing to Provider.
- B. The filing of a Petition in Bankruptcy, any assignment for the benefit of creditors or the insolvency of Client.
- C. Any violations of the Rules and Regulations or use of the Facilities of Provider for any unlawful purpose.

**5. Notices:** Any notice required under this agreement shall be deemed effective upon personal delivery or deposit in the US mail, postage prepaid to Provider or Client at the address set forth above or as may be changed from time to time by notice in writing to the other party.

**6. Rules & Regulations:** Client shall faithfully observe and comply with all Rules and Regulation and will assure that their agents and employees are also in compliance. These Rules and Regulations are subject to change by Provider. Client acknowledges that Provider intends to maintain its suites as a prestigious place of business and that the cooperation of all the tenants and clients is necessary to maintain the high standards of the Suite. Therefore, Provider shall be entitled to injunctive and other appropriate relief including termination of this agreement if Client fails to comply with any one or more of the Rules and Regulations or takes any action which detracts from the reputation and character of the Suite, or if Client's actions or inactions cause any material interference with the business of the other tenants of the Suite.

### **7. Miscellaneous Provisions:**

- A. This agreement contains the entire understanding of the parties. There are no oral promises or agreements other than as set forth herein.
- B. Client may not assign this agreement.
- C. Any change or modification to this agreement must be in writing and signed by both parties.
- D. In the event of any breach of this Agreement, the prevailing party shall be entitled to their reasonable attorneys' fees and costs.
- E. Client understands that Provider shall have the right to terminate all services provided to Client upon Client's failure to cure any breach within five (5) days of written notice.
- F. In the event of termination, Client shall immediately notify its vendors of its new address. During the changeover Provider will hold mail for Client or forward mail to Client once a week at Clients option. Client shall pay a monthly charge of \$95.00 during the period Provider provides this service.
- G. Client understands that provider shall only be responsible for its gross negligence or intentional acts (and not for it's ordinary negligence) in performing its services, including but not limited to any direct or indirect loss from failure of Telephone system, Electronic equipment and or Mail service, and or Storage of company or personal items.
- H. Provider will hold and not deliver mail addressed to Client in the event Client fails to comply with Federal Regulation which requires Client to sign and return to Provider the Mail Form, a photo ID and current utility bill.

**Client Agrees to Pay Provider all Monthly Fees and Costs on Renewal Date as Follows:**

**Elite/Blue Package**

1. \_\_\_\_\_ Monthly Fee (includes providers services specified in section 2 on the first page of this agreement) **\$165.00**

**Executive/Orange Package**

2. \_\_\_\_\_ Standard monthly package ( Includes providers services as specified in section 2 plus call forwarding - **\$195.00**  
\*Not Including phone bill)

3. \_\_\_\_\_ Standard monthly package (Includes providers services as specified in section 2 plus 4 hours of **\$195.00**  
Conference room time per month.)

**Premier/Green Package**

4. \_\_\_\_\_ All-Inclusive monthly package (Includes providers services specified in section 2 plus call forwarding, **\$245.00**  
as well as 4 hours of conference room time per month / \*Not Including Phone Bill)

**Mail Only Package**

5. \_\_\_\_\_ Mail receipt, sorting and forwarding weekly to Client or held for Client pickup at Client's option (postage or overnight **\$ 95.00**  
charge to be paid by Client).

**Workstation**

6. \_\_\_\_\_ 1 workstation, subject to availability for up to 20 hours per month **\$200.00**

7. **Security Deposit:** Amount equal to monthly program of choice \$ \_\_\_\_\_

8. **Initial Set up fee:** \$95.00 \$ \_\_\_\_\_

9. **411directory listing:** \$10 Activation Fee and \$2 Per Month \$ \_\_\_\_\_

10. **Each additional voice mailbox:** \$15 Per Month. \$ \_\_\_\_\_

11. **24/7 Contact:** \$25 Activation and \$25 per monthly fee (\*Not including phone bill) \$ \_\_\_\_\_

**12. Fax-To-Email Service Packages (per month):**

- \_\_\_\_\_ \$25 Fax Forwarding Service + 100 pages included. .25\$ per page after first 100 **\$ \_\_\_\_\_ :**  
(Faxes sent directly to your email.)

13. **Additional Services:** \_\_\_\_\_ **\$ \_\_\_\_\_ :**

**MONTHLY BASE (Total to be charged monthly) \$ \_\_\_\_\_ :**

**First Bill \$ \_\_\_\_\_ Due Date \_\_\_\_\_**

1. Photocopy charges: Letter is \$0.10 cents per copy. Legal: \$0.15 cents per copy
2. Secretarial Services at \$30.00 per hour, after first hour billing will be in 10-minute increments of \$5.00 (Example: typing, personal assistance, preparing letters, VM Full \$5 per message etc.).
3. Postage and overnight delivery charges for mail forwarding. There will be a 15% handling charge. The amount charged will be determined by the postage amount.
4. Scanning services at \$0.50 per page. Mail Scanning and forwarding services are \$2.00 per page forwarded.
5. Additional conference room usage: \$28.00/hour for the small conference rooms and \$38.00/hour for the large conference room. After hour conference room usage: Cost of Room plus \$15 per hour Security.
6. Private Office: \$20.00 per hour.
7. Re-recording voicemail message: free if done by customer, \$15.00 if done by Provider per request.
8. Additional Call Transfer \$50.00 a month per person, Change of call transfer number \$25.00 one time fee
9. Change of Company information (i.e. vacation notices, adding more names to company list) \$15.00
10. Change of Company Name \$85.00
11. A storage charge of \$3.00 per day for all Packages not picked up within 5 business days of delivery and notice.

- **Monthly billing of services (Call Transfer, conference hours, faxes, copies, etc.) applies from 16<sup>th</sup> of month to 15<sup>th</sup> of previous month.**
- **There will be a \$30.00 fee applied for all returned checks.**
- **Payments after the 10<sup>th</sup> day of the month will be subject to a late fee of 5% and after 30 days delinquent will bear interest at the rate of 10% per annum.**

**In witness whereof, the parties have executed this agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 2008.**

**GBC by: \_\_\_\_\_ CLIENT by: \_\_\_\_\_**

I hereby guaranty the obligations of my company under this Agreement

**Date: \_\_\_\_\_ CLIENT by: \_\_\_\_\_**

**Client/Company Information**

**Company Name:** \_\_\_\_\_

**Name of Principals:**

1.Name \_\_\_\_\_ Title \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

2.Name \_\_\_\_\_ Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

3.Name \_\_\_\_\_ Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

4.Name \_\_\_\_\_ Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Executive/Orange Or Premier/Green Package:**

**Call Transfer Phone Number:** \_\_\_\_\_

**Phone to be answered:** \_\_\_\_\_

**Summary of Company:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Mail**

Client Will Personally Pick Up: \_\_\_\_\_ GBC Will Forward: \_\_\_\_\_

**Please Note:** Delivered mail must include company name. No mail addressed to an individual will be accepted unless that name is listed as the entity itself. All mail must be addressed to the entity not an individual.

**Mail Forwarding Address:** \_\_\_\_\_

**Contact For Emergency:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Tel #:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

<b>Your New GBC Information: ~e~</b>
GBC Phone # (____) _____ - _____ GBC Fax # (____) _____ - _____
468 North Camden Drive, Suite # _____ Beverly Hills , California 90210.

**Special Instructions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sales Rep:** \_\_\_\_\_

**Source of Client:** \_\_\_\_\_

## Credit Card Authorization Form

Date: \_\_\_\_\_

I (Print Card Holder Name) \_\_\_\_\_

Herby authorize Global Business Centers, Inc. (GBC) to charge my credit card.

Company Name: \_\_\_\_\_

### Credit Card Information:

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type: \_\_\_\_\_ CVV: \_\_\_\_\_ Customer Service 800#: \_\_\_\_\_  
(3 digits on back of the CC)

### Billing Address of Credit Card:

\_\_\_\_\_  
\_\_\_\_\_

1. Initial \_\_\_\_ Please Bill my credit card on the first day of each month for the monthly charges (Any outstanding balances will be charged by the tenth of each month). The Term of this agreement is **MONTH-TO-MONTH** commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_ and will be automatically renewed from month to month unless terminated upon a 30 day written notice by either party to the other or in the event of default.

Cardholder Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

GBC's Representative (office use only): \_\_\_\_\_

**Please Provide a Clear Copy of Your Credit Card: Front & Back.**

**Thank you.**

# Voice Mail Programming

## To Record Your Personal Greeting:

- Dial 5400 or from outside the building call **(310) 285-1790**
- Press # (*The greeting will say: "Enter your mail box number"*)
- Enter your **4 digit** Voice-mail number (Last 4 numbers of your GBC telephone number)
- Enter your **4 digit** password (*password is 1111 unless you have changed it*)
- Press 1-6-8 to record your name prompt than press #
- To listen to your name prompt follow steps 2, press \* and enter your 4 digit extension and #
- Press 4, 6, to record personal greeting. Listen for the beep to record. After recording press the # key.
- Press 4, 5 to listen to your recording and accept your recording
- Press 9, 9 to exit.

\* **Please be aware our voicemail system holds a maximum of 32 Messages (old & new messages)\***

## To Retrieve Your Messages:

- Call **(310) 285-1790**
- Press #
- Dial your **4 digit** Voice-mail number
- Dial password (*the password is 1111 unless you change it*)
- VM will say "you're greeting is on and you have \_ new and \_ saved messages"
- Press 5 to go to the first new message
- Press 5 again to advance to other messages

## While Listening To Your Messages You Can Do The Following:

- Skip ahead 5 sec. Press 4
- Back up 5 sec. Press 2
- To start message over Press 22
- To pause the message Press \*
- For time when the message was left Press 8
- To mark messages to be erased Press 3
- To save your messages Press 7
- After listening to all messages Press 9 she will than tell you how many messages are going to be erased, if you need change that Press # or press 9 to exit.

## To Change Your Password:

- Call **(310) 285-1790**
- Press #
- Dial your **4 digit** Voice-mail number
- Dial password (*the password is 1111 unless you change it*)
- Press 1, 6, 2
- Type in your new Voice mail password and Press #
- The VM will ask you to enter it again to verify.
- The VM will say "Ready"
- Press 9,9 to Exit

**\*\*Please be aware our voicemail system only holds 32 messages between your new and saved messages.**

**\*\*If you have any questions please call your Customer Care Representatives Tel: 310-858-5558.  
Thank you.**

## Global Business Centers, Inc. Rules & Regulations

- Client shall not suffer or permit any obstruction to any common areas, including driveways, walkways and stairways.
- GBC reserves the right to refuse access to any person lesser in good faith judges to be a threat to the safety, reputation, or property of the building and it's occupants.
- Client shall not make or permit any noise or odors that annoy or interfere with clients or persons having business within the office building.
- Client shall not keep animals or birds within the office building, and shall not bring bicycles, motorcycles or other vehicles into areas not authorized for the same, nor maintain their premises in an unsightly condition.
- Client shall not make, suffer or permit litter except in appropriate receptacles for that purpose.
- Client shall not alter any or install new or additional locks or bolts without permission from GBC.
- Client shall not deface the walls, Partitions or other surfaces of the premise or office building.
- Client shall not suffer or permit anything in or around the premise or building that causes excessive vibration or floor loading in any part of the office building.
- GBC reserves the right to close and lock the building on Saturdays, Sundays, and legal holidays, and on any other days between the hours of **5:30 P.M. and 8:00 A.M.** of the following day. If Client (s) uses the premises during such periods Client shall be responsible for securely locking any doors that they may have been opened for entry.
- No Client or invitee shall go upon the roof of the building.
- Client shall not suffer or permit smoking or carrying of lighted cigars or cigarettes in areas reasonably designated by GBC or by applicable governmental agencies as non-smoking areas.
- The premises shall not be used for lodging or manufacturing, cooking or food preparation.
- Client assumes all risk from theft or vandalism and agrees to keep its premises locked as may be required or desired.
- GBC reserves the right to make such other reasonable rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the office building and it's occupants. Client agrees to abide by these and, any such additional rules & regulations.
- Client agrees that use of the balcony is to be limited to coffee or lunch breaks, or occasional short meetings.

### **Client Acknowledgement**

**Print Client Name:** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Conference Room Policy**

Our conference room hours are **Monday through Friday 8:00am – 5:30pm**, excluding holidays. We always recommended you reserve your conference room as far ahead as possible in order to insure availability. **Reservations can be made through any one of our receptionists, Tel: 310-858-5558**

**After hour bookings are available, please provide a minimum of 2–3 days notice; there will be a charge of \$15 an hour for security plus the cost of the conference room.**

### **Please Remember!**

- If you find that your meeting is running longer than anticipated, please check with one of our receptionists to make sure that another tenant has not reserved the conference room. Your timeliness will be greatly appreciated by the other tenants.
- Please be courteous to other clients and leave the conference room in the same manner in which you found it.
- When booking a conference room, please state how many people will be attending so that we can assign the appropriate size conference room.
- **Coffee Service** – Free / Please request at time of booking.
- **Cancellation – 24 Hours Notice** is required in order to avoid being charged.

**If you should have further questions regarding our policies, please do not hesitate to contact our Customer Care Representatives Tel: 310-858-5558**

**Thank you for your understanding & cooperation.**