

## TERMS AND CONDITIONS OF BUSINESS

Basis of the Agreement between Virtual Office Services Limited, 180 Piccadilly, W1J 9HF (the Company) and the Client.

1. Receipt by the Company of a completed Application Form and the appropriate fee shall be deemed as acceptance of all these Terms and Conditions of Business.
2. The Company reserves the right to amend or alter its scale of fees upon reasonable notice.
3. All charges carry VAT with the exception of any interest levied.
4. The Client may not use any Virtual Office address for any purposes without the prior approval of the Company in writing.  
Failure to comply with this clause may lead to the service being terminated and impose additional charges or the forfeit of any deposit in the event of any breach of this provision.
5. The Company reserves the right to cancel any bookings with any client whose activities they feel might adversely affect it or any of its other clients
6. The Client agrees with the Company that the room will not be used for any other purpose than the client's business and it is strictly prohibited for the room to be used for any illegal activity.
7. The client agrees that they will not install in the room any furniture, equipment or signage whatsoever or alter the room, its partitioning or fittings without prior written agreement and appropriate additional charges;
8. Should the client or the client's guests cause damage to any of the decorations, fixtures and fittings or other equipment in the room the client shall be held liable for all costs incurred to the Company.
9. The client agrees that the room will not be used in any way that results in annoyance or disturbance to the Company or other clients and occupiers of 180 Piccadilly.
10. The client agrees to vacate the conference room and/or office on the expiry time(s) specified in the agreement; otherwise the client will be subjected to additional charges;.
11. Please note that if requested to do so, the Company will always make client records available to the authorities should they wish to see them.
12. The Company is entitled to require the client to use any similar sized room in the building that The Company may allocate from time to time and such substituted room shall become the room for the purposes of this agreement.
13. The Company shall take reasonably practical steps to provide the room and (where applicable) the services in good working order and properly cleaned and equipped;
14. The company does not accept any responsibility for any item of furniture, personal effects or other belongings left in the room and has the right to dispose of such property, the costs of such disposal being the responsibility of the client. The liability of the Company to the Client on account of or in respect of any loss or damage suffered by reason of a failure or delay in providing any service to the Client shall be limited to £50.00.
14. The company shall not be liable for any claim, loss or damage sustained by the client as a result of:  
The company failing to provide the room and/or the services (or any of them) by reason of force majeure, mechanical breakdown or any other reason beyond the Company control or due to the delay or failure of any staff, manager or caretaker to perform their duties. In no circumstances shall the Company be liable for any loss of profits; loss of business or consequential losses suffered by the client; or Any failure of data security or computer systems.
15. Please note our cancellation policy:  
If a booking is cancelled 2 days before the day of the meeting, no charge will be incurred.  
If a booking is cancelled the day preceding the meeting, the client will be liable for 50% of the total booking fee.  
If a booking is cancelled on the day of the meeting or the client fails to show for the booking, the client is liable for the total booking fee and any other set up costs.

Cancellations may be made by telephone, e-mail, fax and/or voice-mail and will be accepted if received by midnight on any day.

Cancellations will be accepted until midnight on any day.

Costs will include room hire and all pre booked equipment and consumables.