

# Agreement Form

## Personal Details

|  |   |                                    |                                |
|--|---|------------------------------------|--------------------------------|
| Account name                                 | <input type="text"/>                                  |                                    |                                |
| Name   | <input type="text"/>                                  |                                    |                                |
| Address                                      | <input type="text"/>                                  |                                    |                                |
|  | <input type="text"/>                                  |                                    |                                |
|  | Postcode  |                                    |                                |
| Telephone no.                                | <input type="text"/>                                  | Fax no.                            | <input type="text"/>           |
| Email  | <input type="text"/>                                  | Mobile no.                         | <input type="text"/>           |
| Additional business names (at 1/3 per extra) | <input type="text"/>                                  | <input type="text"/>               | <input type="text"/>           |
| Special instructions                         | <input type="text"/>                                  |                                    |                                |
| Commencement date                            | <input type="text"/>                                  |                                    |                                |
| Subscription frequency                       | <input type="checkbox"/> Business                     | <input type="checkbox"/> Private   |                                |
|  | <input type="checkbox"/> Annual                       | <input type="checkbox"/> Quarterly | <input type="checkbox"/> Other |
|  | <i>Discount of 20% applies to all annual packages</i> |                                    |                                |

## Handling Instructions

|  |  |  |
|--|--|--|
| <b>Receiving mail and deliveries</b> – tick services required  |  |  |
| <input type="checkbox"/> Redirect mail daily   | <input type="checkbox"/> Forward mail weekly / monthly | <input type="checkbox"/> Open mail / weekly report via email |
| <input type="checkbox"/> Hold mail for collection  | <input type="checkbox"/> Hold pending instruction      |  |
| <b>Taking phone messages (max 100 words)</b> – tick services required  |  |  |
| <input type="checkbox"/> Shared line – answered with the number 020 7823 8244  |  |  |
| <input type="checkbox"/> Exclusive line – answered with your name (includes email to advise) <i>A minimum of one year's registration is required</i> |  |  |
| <input type="checkbox"/> Hold messages for collection  | <input type="checkbox"/> Forward messages by email     |  |
| <b>Fax service</b> – tick services required  |  |  |
| <input type="checkbox"/> Phone to advise fax received  | <input type="checkbox"/> Forward original by post      | <input type="checkbox"/> Hold for collection                 |
| <b>Email service</b> – tick services required  |  |  |
| <input type="checkbox"/> Forward email to mailbox  | <input type="checkbox"/> Hold email for collection     | <input type="checkbox"/> Phone to advise email               |

## Forwarding Instructions

|                     |                      |
|---------------------|----------------------|
| Name (if different) | <input type="text"/> |
| Address             | <input type="text"/> |
|                     | <input type="text"/> |
|                     | <input type="text"/> |
|                     | Postcode             |

I/we the undersigned hereby apply to use the services requested above having read and agreed the conditions of business printed overleaf

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Status \_\_\_\_\_ Date \_\_\_\_\_

Application accepted for and on behalf of  
**Knightsbridge Secretarial Services**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Deposit received  £25  £50  £100

Thank you for your application.  
How did you hear about our services?

# Terms and Conditions

## for the supply of mail/message collection and forwarding services

1. In these conditions 'the Company' shall mean Knightsbridge Secretarial Services whose registered office is at 35 Brompton Road, Knightsbridge, London SW3 1DE and 'the Client' shall mean the company, organisation, firm or individual specified in the Agreement.
2. The duty owed by the Company to the Client shall depend upon the Client having paid the appropriate fee in advance and be the receiving of letters addressed to the Client and the taking of telephone and receiving of facsimile messages intended for the Client and either arranging for the collection thereof by the Client from the Company's premises during normal office hours or the transmission to the Client of such letters and/or messages by telephone, facsimile, post or courier.
3. The Company reserves the right to refuse an application or to refuse to renew an existing agreement without explanation. The Client agrees with the Company not to carry on any business, which could be construed by the Company or any other party as illegal, defamatory, immoral or obscene, and agrees with the Company not to use the address of the Company whether directly or indirectly for any such purpose or purposes.
4. In the event of the breach by the Client of any of the conditions herein the Company shall be entitled to terminate this Agreement immediately by sending written notice of such termination to the Client of which a prepaid envelope addressed to the Client at his last known address shall be deemed sufficient notice.
5. In the event of the Client failing to discharge his liability to the Company for the services provided by the day on which such payment becomes due the Client hereby empowers the Company to retain any correspondence, facsimile and telephone messages addressed to the Client until the payment is made. The Company shall have a general lien on all belongings of the Client that may be on the Company's premises at any time in respect of monies owing by the Client to the Company on any account whatsoever.
6. The Company reserves the right to require a deposit be lodged with the Company to defray costs and fees likely to be incurred by the Client.
7. The limit of the liability of the Company in respect of any act, omission, neglect, delay or default by it or by its servants or agents whether by way of the Law of Contract and/or by way of liability for negligence or other sort shall not exceed £1.
8. The Client will fully indemnify the Company against any expenses, costs, claims, damages or penalties incurred by the Company in connection with this Agreement howsoever occasioned including through defamation of third parties.
9. This Agreement is subject to written Notice of Termination to be given by either party and to expire one month after sending same in a prepaid envelope addressed by the Client to the Company or by the Company to the Client as appropriate.
10. The Company shall be entitled to refuse to accept any parcel, chattel, packet or object other than letters addressed to the Client unless previous arrangements have been entered into by the Client and agreed in writing by the Company. In the event of a/any object other than letters addressed to the Client being delivered at the Company's address the Company shall bear no responsibility therefore either to the sender or to the Client and in the event of the Client failing to remove same within one month from receiving Notice thereof (of which a prepaid letter addressed to the Client at his/her last known address shall be deemed sufficient notice) then the Company is hereby empowered to sell same and retain the proceeds of sale thereof for the absolute use of the Company. As an alternative the Company may return such parcel, chattel, packet or other object to the sender and any costs or expenses incurred by the Company in so doing shall be recoverable from the Client upon demand.
11. If the Client applies for and the Company agrees to grant the use of office or desk space facilities there shall be no relationship of landlord and tenant between the Company and the Client but merely a licence and the use of a desk or room can be in any part of the Company's premises and can be switched from one part to another of the Company's premises at any time.
12. If the Client applies for the provision of word processing, audio typing, photocopying, facsimile transmission or other such office services not specified in this Agreement and the Company agrees to supply such services then such supply shall be governed by the separate terms and conditions published by the Company in that connection.