



6-9 Trinity Street,
Dublin 2.
Tel: 01 612 1400
Fax: 01 612 7005
Email: johnf@ccsols.ie

Virtual Office Price List

Many thanks for your enquiry, please find our price list outlined below:

Business Address: €40.00 plus VAT per month or €240.00 plus VAT per annum. No mail handling charges just postage at cost if we have to forward post. The addresses are:

18-19 College Green, Dublin 2

6-9 Trinity Street, Dublin 2.

See www.ccsols.ie/location.html

Telephone answering price list:

- Telephone Answering: €130 plus VAT per month or €1170 plus VAT per annum. Up to 10 calls per day or 200 per month answered by our receptionists. Unique Dublin telephone number
- Telephone Answering: €95 plus VAT per month or €855 plus VAT per annum. Up to 5 calls per day or 100 per month answered by our receptionists. Unique Dublin telephone number
- Telephone Answering: €45 plus VAT per month or €405 plus VAT per annum. Up to 50 calls per month answered by our receptionists. Unique Dublin telephone number
- Automatic Divert Tel and FAX only - No answering: €15 Plus VAT per number per month or €90 plus VAT per annum

We also have a number of discounted packages available depending on what combination of services is required. These include:

- €140 plus VAT per month or €1,260 plus VAT per annum for Business Address and Telephone Answering (200)
- €115 plus VAT per month or €1,035 plus VAT per annum for Business Address and Telephone Answering (100)
- €95 plus VAT per month or €855 plus VAT per annum for Business Address and Telephone Answering (50)
- €65 plus VAT per month or €390 plus VAT per annum for Business Address and two numbers automatically re-directed to an alternative location.

All outbound calls made on your behalf are charged at Eircom standard rates and SMS messages are charged at 10 cents per SMS. A detailed bill is provided monthly. Meeting/Board Room rental is charged at €25 plus VAT per hour. Day rate is €150 plus VAT .

Monthly contracts require 30 days written notice to terminate. I've attached a copy of our Virtual Office Agreement, which should be filled out and emailed to me. Feel free to call me on 01 6127011 if you require any further information.

Due to Anti Money Laundering Legislation, we must 'have sight' of your original 'ID' and your 'proof of address', OR we can receive those documents as 'certified documents'.

Regards,
John Finnegan
Call Centre Solutions Limited
6-9 Trinity Street
Dublin 2
Tel: +3531 6127011
Fax: +3531 6127005
www.ccsols.ie



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Please complete your information and return to:
CCS, 6-9 Trinity Street, Dublin 2

*Required

Company Information

*Company Name:

*Contact Name:

Company Registration Number:

*Your Contact Address:

(This should match your proof of address.)

*Mobile:

Telephone Landline:

Web:

*Email:

*Nature of Business/Business Description:

*Services to be Provided

(Please insert the address you wish to use.)

Business Address:

Registered Business Address:

Post

Forwarded

Address:

Daily Weekly

Collected from CCS

Telephone Answering

Calls answered using Company Name

Company Name:

Calls Automatically Diverted

To Telephone Number:

Meeting Room

Do you wish to avail of our Meeting Room?

Yes No

Details of your meeting room requirements



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Additional Information

Payment Details

If paying by credit card, please telephone +35316121400 with your details.

Payment: Monthly Annually

I authorise you until further notice in writing to CCS, to charge my credit card unspecified amount when payment becomes due, in respect of business address and/ or telephone answering services.

Signature:

*Acceptance

I confirm that all information is correct and complete, and I hereby agree to the terms and conditions outlined.

Signature: Date: / /

Due to Anti Money Laundering Legislation, we are required to have 'have sight' of an original 'ID' and 'Proof Of Address (POA)' of all Directors and all Beneficial Owners , OR we can receive those documents as 'certified documents'.

*Services to Start On

/ /

Please post the completed form to:

**CCS,
6-9 Trinity Street,
Dublin 2**

*Anti-Money Laundering Compliance

*Applicant to Complete

Please list ALL Directors and all Beneficial Owners (25% share-holding or more). Attach additional page if required.

Name:	Type of ID (Passport, Drivers Licence) and POA (Utility Bill or Bank Statement, within 3 months)
<input style="width: 240px; height: 20px;" type="text"/>	<input style="width: 380px; height: 20px;" type="text"/>
<input style="width: 240px; height: 20px;" type="text"/>	<input style="width: 380px; height: 20px;" type="text"/>
<input style="width: 240px; height: 20px;" type="text"/>	<input style="width: 380px; height: 20px;" type="text"/>

CCS to Complete

CCS has confirmed the nature of the business:

Confirmation Notes:

CCS has met the Contact Name:

CCS has received the AMLU ID & POA:

Service Details

- Hours of Opening for live Telephone Answering are Monday to Friday 9am to 5pm excluding Irish Public and Bank Holidays.
- All Calls after hours are handled automatically according to the User's requirements.
- All Payments are via direct debit, or credit card, monthly in advance
- All outbound telephone calls or faxes made on behalf of the user are charged at Eircom Standard rates.
- All Re-directed post is charged at normal postal rates plus stationery costs
- The Company has the right to charge additional fees should the number of inbound voice and fax calls exceed 10 per day for a single user/company
- The minimum term is 1 month with 1 month's notice required for termination of this agreement. No refunds for annual contracts paid in advance
- Business Address - €40 Monthly or €240 Annually
- Business Address & Automatic Telephone/Fax Re-direct - €65 Monthly or €390 Annually
- Business Address & Live Answering (50 Calls per month) - €95 Monthly or €855 Annually
- Business Address & Live Answering (100 calls per month) - €115 Monthly or €995 Annually
- Business Address & Live Answering (200 calls per month) - €130 Monthly or €1,100 Annually
- Dublin Telephone Number & Voicemail - €25 Monthly or €150 Annually. €55 setup fee.
- Meeting Room - €25 per hour

All prices are subject to VAT.



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Terms and Conditions

DESCRIPTION OF SERVICE The Company is providing the User with a Business Address (and/or Registered Address) and / or a telephone answering service. This Service entails receiving Telephone calls, Faxes and Postal Mail on behalf of the user and forwarding these communications to the user in a pre-agreed format. Unless explicitly stated otherwise, any new features that augment or enhance the current Service, shall be subject to the within terms and conditions. The Service is provided "As Is" and the Company assumes no responsibility for the delays, deletion, mis-delivery, non-delivery, or failure to store any user communications or personalised settings.

REGISTRATION OBLIGATIONS In consideration of use of the Service, the User agrees to:(a) provide true, accurate, current and complete information about the User as prompted by the Service's sign up form (such information being the "Registration Data") and(b) maintain and promptly update the Registration Data to keep it true, accurate, current and complete. If the User provides any information that is untrue, inaccurate, not current or incomplete, or the Company has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, the Company has the right to suspend or terminate (immediately and with or without notice) the User's account and refuse any and all current or future use of the Service (or any part thereof).

MODIFICATIONS TO SERVICE The Company reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, the Service (or any part thereof) with or without notice to the User. The User agrees that The Company shall not be liable to the User or any third party for any modification, suspension or discontinuation of the Service.

TERMINATION The User agrees that the Company, in its sole discretion, at any time without notice, may terminate the User's account or any part thereof) or use of the Service (or any part thereof) and remove and discard any messages within the Service, for any reason, including but not limited to (a) if the Company believes that User has violated or acted inconsistently with the terms and conditions, (b) if User provides incomplete, inaccurate or untrue information to the Company, or (c) if the Company decides to discontinue offering the Service. (d) if the user is in default of payment by more than 14 days. The User may terminate the Service with or without cause at any time by sending one months written notice of termination to the Company. There will be no refund of fees for early termination of fixed term agreements. Upon termination, the User shall have no right to use the Service and the Company will have no obligation to forward any unsent, unread, or stored messages to the User or any third party. The User agrees that following the termination of Service for any reason whatsoever, the User's telephone number may be re-assigned immediately to another User of the Service. Furthermore, upon termination, the Company will have no obligation to inform anyone dialling the User's telephone number assigned prior to termination about the termination or any other information relating to User's termination of the Service. The Company reserves the right to refuse the Service to any User whose Service was terminated by The Company or who previously terminated the Service for whatever reason.

INDEMNIFICATION The User agrees to indemnify and hold the Company, and its subsidiaries, affiliates, officers, agents, or other partners, and employees, harmless from any claim or demand, including reasonable litigation fees, made by any third party due to or arising out of the User's use of the Service or violation of the terms and conditions, or the User's violation of any rights of another User, person or entity.

LIMITATION OF LIABILITY The user expressly understands and agrees that the company or its suppliers shall not be liable for any direct ,indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if the company has been advised of the possibility of such damages), resulting from:(i) the use or the inability to use this service;(ii) the cost of the procurement of substitute goods and services resulting from any goods, data, information or services purchased or obtained or messages received or transactions entered into through or from the service;(iii) unauthorised access to or alteration of the User's transmissions or data;(iv) statements or conduct of any third party on the service; or(v) any other matter relating to the Service, in any event, the liability of the company and its suppliers to the User for any reason and upon any cause of action shall be limited to the monthly fees, excluding any usage charges, actually paid to the company by the user under this terms and conditions during the one (1) month immediately preceding the date on which such claim accrued. This limitation applies to all causes of action in aggregate, including, without limitation, to breach of contract, breach of warranty, negligence, strict liability, misrepresentations, and other torts. The fees for the Service set by the Company have been and will continue to be based upon this allocation of risk, accordingly, the User hereby releases the Company and its suppliers from any and all obligations, liabilities, and claim in excess of the limitation stated in this section.

USER CONDUCT The User understands that all information, data, text, software, music, sound, photographs, graphics, video, messages or other materials ("Content"), transmitted through the use of the Service, is the sole responsibility of the person from which such Content originated. Therefore, the User and not the Company is solely responsible for all Content transmitted through the use of the Service. The Company does not guarantee the accuracy, integrity or quality of any Content transmitted through the Service. Furthermore, under no circumstances will the Company be liable in any way for any Content, including but not limited to, any errors or omissions in any Content, or for any loss or damage of any kind whatsoever incurred as a result of the use of the Service. Under no circumstances will the Company be liable for any Content sent to the User that is offensive, indecent or objectionable in any way. The Company reserves the right to take any action, with or without any notice, including but not limited to terminating the User's account, for any transmission of Content by a User that violates any agreements between the Company and its suppliers and partners. The User agrees to not use the Service to:(a) transmit any Content that is unlawful, threatening, harmful, abusive, harassing, obscene, libelous, hateful or otherwise objectionable in any manner;(b) conduct any illegal activities;(c) Impersonate an individual or an entity or an affiliation with an individual or an entity;(d) infringe any third party's patent, copyright, trademark, trade secret or other proprietary rights;(e) harm minors in any way;(f) interfere with or disrupt the Service or servers or networks connected to the Service, or disobey any requirements, policies or regulations of networks connected to the Service;(g) intercept, manipulate, forge or in any other way alter the identifiers of the transmission in order to manipulate the origin of the Content transmitted through the Service;(h) intercept, manipulate, forge or in any other way alter the Content transmitted through the Service;(i) collect or in any way store or manipulate data of other Users;(j) intentionally or unintentionally violate any applicable national or international law and regulations;(k) transmit any unsolicited or unauthorized advertising, offers, promotional materials, "junk mail", "junk messages", "spam", "pyramid schemes" or "chain letters";(l) transmit messages to any individual or an entity of a list where the individual or the entity has not given permission to be included in the list; or(m) transmit any material that contains software viruses or any other computer software code that is designed to interrupt, destroy or in any way limit the functionality of any computer software, hardware, network or telecommunications equipment;

DEALINGS WITH ADVERTISERS The User's correspondence or dealings with, or participation in promotions of, advertisers found - on or through the Service, including payment and delivery of related goods or services, and any other terms, conditions, warranties or representa-



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tions associated with such dealings, are solely between corresponding User and such advertiser. User agrees that The Company shall not be responsible or liable for any loss or damage of any sort incurred as the result of any such dealings or promotions or as the result of the presence of such advertisers on the Service.

DISCLAIMER OF WARRANTIES The User expressly understands and agrees that:(a)the User's use of the Service is at the User's sole risk, the Service is provided on an "As Is" and "As Available" basis and the company expressly disclaims all warranties of any kind whether expressed or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose and non infringement.(b) The Company makes no warranty that(i) The service will meet the User's requirement(ii) the service will be uninterrupted, timely, secure, or errorfree (iii) the results that may be obtained from the use of the service will be accurate or reliable,(iv) the quality of any products, services, information, or other material purchased or obtained by the user through the service will meet the User's expectations,(v) the quality of transmission of fax or voice data will be accurate, legible or audible.(vi) the transmission of fax or voice data will be complete(vii) any errors in the software will be corrected.(c) any material downloaded or otherwise obtained through the use of the service is done at the User's own discretion and risk and that the User will be solely responsible for any damage to the User's computer system or loss of data that results from the download of any such material.(d)the Company assumes no responsibility for the deletion or failure to store fax, voice and email messages and any other personalisation settings.(e) no advice or information, whether oral or written, obtained by the User from the Company or through or from the service shall create any warranty not expressly stated in the terms and conditions.

LIMITATION OF LIABILITY The user expressly understands and agrees that the company or its suppliers shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if the company has been advised of the possibility of such damages), resulting from:(i) the use or the inability to use this service;(ii) the cost of the procurement of substitute goods and services resulting from any goods, data, information or services purchased or obtained or messages received or transactions entered into through or from the service;(iii) unauthorised access to or alteration of the User's transmissions or data;(iv) statements or conduct of any third party on the service; or(v) any other matter relating to the Service, in any event, the liability of the company and its suppliers to the User for any reason and upon any cause of action shall be limited to the monthly fees, excluding any usage charges, actually paid to the company by the user under this terms and conditions during the one (1) month immediately preceding the date on which such claim accrued. This limitation applies to all causes of action in aggregate, including, without limitation, to breach of contract, breach of warranty, negligence, strict liability, misrepresentations, and other torts. The fees for the Service set by the Company have been and will continue to be based upon this allocation of risk, accordingly, the User hereby releases the Company and its suppliers from any and all obligations, liabilities, and claim in excess of the limitation stated in this section.

TERMINATION OF A REGISTERED OFFICE

The Company agrees to provide a service to the User, whereby it will offer a location to the User for its registered office in the Republic of Ireland. This agreement is based absolutely on condition that:

1. The User will not carry on business in a manner which is contrary to Irish and European Law.
2. In the event of the User breaching these laws, the Company upon being notified of such breach can immediately and without notice terminate the Company's services towards the User, without any compensation or liability to the User whatsoever.
3. The User undertakes that on the happening of such an event, the Company is automatically released from all its obligations to the User.
4. The User also agrees to notify the Companies Registration Office immediately of the release of the Company from its duties as 'Company Registration Office' and it will undertake to register another location in place of the Company as its registered office.
5. The User accepts that on the happening of such an event, the Company can disassociate itself from the User and will not henceforth be responsible for any services to the User.
6. It is agreed by all parties to this agreement that the purpose of this clause is to protect the Company at all times against any illegal or unlawful actions carried on by the User and that in the event that the User defaults on this agreement, the Company can seek legal remedies without any notice to the User.

GENERAL These terms and conditions are personal between the User and the Company and governs the Users use of the Service, superseding any prior agreements between the User and the Company. It is not transferable and any attempt by the User to rent, lease, sublicense, assign or transfer any of the rights, duties or obligations hereunder is void. This terms and conditions and the conduct, of the parties hereto shall be governed by the laws of the Republic of Ireland. The failure of the Company to exercise or enforce any right or provision of the terms and conditions shall not constitute a waiver of such right or provision. If any provision of the terms and conditions is found by a Court of competent jurisdiction to be invalid, the parties nevertheless agree that the Court should endeavor to give effect.