

From:

TEL:
MOB:
EMAIL:

To: Ardega Ltd
Saracen's House Business Centre
25 St. Margaret's Green
Ipswich
IP4 2BN

TEL: 01473 225951
FAX: 01473 211508

Date: Friday 21st June 2013

Dear Sirs,

Business Address – Mail Forwarding

We confirm that we would like Ardega Limited to carry out the services as shown above on our behalf.

1. The service will start on Friday 21st June 2013

The standard charges are as follows:

- Business Address is at a rate of £15 per month plus VAT
 - An additional charge of 20p handling charge will be made per letter
 - An initial handling charge deposit of £20 is required
 - Administration fees of £20.00 + VAT
2. We will not use the business address or any other service which Ardega Limited provides for any unlawful business practice, or in any way which could bring disrepute to the reputation of Saracens House, and we understand any breach will result in immediate termination of the service by Ardega Limited, without recourse.
 3. The opening hours of Saracens House are 9am – 5pm Monday to Friday. We understand that Ardega Limited will only carry out the services required within those hours.
 4. This agreement is for a period of three months then from month to month until determined by either of us. At least one calendar month notice will be given by either side to terminate this agreement.
 5. We acknowledge that in the event of any breach by us of any of the terms of this agreement you will be entitled forthwith to terminate it.
 6. Standard service charges will be paid Monthly in advance on 1st day of the Month commencing 1st July 2013. The initial invoice will be settled prior to the commencement of the service. VAT Invoices for these fees will be issued at the beginning of the month. Payments are to be made by Standing Order or BACS to Ardega Ltd, Bank Account number 02200627, Sort Code 40 36 15. Where additional charges are made, these will be invoiced where applicable and will be due within 14 days.

7. Before the date of commencement, the client will pay;

June 2013 Business Address	£5.00 + VAT
July 2013 Business Address	£15.00 + VAT
Handling Charge Deposit	£20.00
Administration Fee	£20.00 + VAT
Subtotal	£60.00
VAT	£8.00
Total to Pay	£68.00

8. We will endeavour to make all payments on time. If our payment is overdue and it results in Ardega Limited needing to write or e-mail us to request payment, we accept that Ardega Limited will charge us a £25.00 administration fee, which will be notified to us at the time. We are also aware that Ardega Limited will charge interest on any late payments.

Signed by

Signed by (if applicable)

.....

.....

Date

Date

**Signed by, Manager
Ardega Limited**

.....

Date