



PRIME Secretarial Services

APPLICATION FOR PREMIUM POST BOX NUMBER

Please complete ALL sections below in BLOCK CAPITALS.

The information that you provide on this form is solely for the use of PRIME Secretarial Services. The information always remains confidential and is not provided or sold to any third party.

Company Name _____

Main Contact _____

Address _____

Town _____ County _____

Post / Zip Code _____ Country _____

Telephone No. _____ Facsimile No. _____

Mobile No. _____ Pager/Other. _____

E-mail address: _____ VAT Reg. No. _____

SERVICE REQUIREMENTS

Please select the service(s) you require:

PREMIUM POST BOX NUMBER				
Tick	Period	Price £	+ VAT	Total £
	12 Months	£150.00	+ £ 26.25	£ 176.25
	24 Months	£285.00	+ £ 49.88	£ 334.88
	36 Months	£393.75	+ £ 68.91	£ 462.66

Mailing Handling: Collection in person - 10p per item. If forwarded in covering envelope – plus postage.

1st Choice Box No. Alternative

REMITTANCE AND PAYMENT

Total for services inc. VAT £ _____

PLUS: Initial credit for Postage/forwarding £ 30.00
(not required if collecting) _____

TOTAL REMITTANCE £ _____

Cash Cheque Credit/Debit Card
(complete attached form)

I/We agree to the terms and conditions of service attached to this form

Signed Date

Print Position

Head Office: 483 Green Lanes London N13 4BS United Kingdom
Telephone: +44 (0) 20 8882 6719 **Facsimile:** +44 (0) 20 8882 8485 **E-Mail:** accounts@prime-secretarial.co.uk
Web Site: www.prim-secretarial.co.uk **VAT Reg. No.** 778 5466 67



PRIME Secretarial Services

MAIL HANDLING INSTRUCTIONS: *We need to know how you would like us to handle your different types of mail. These instructions can be changed as often as you wish by notifying us in writing via letter, email or fax.*

Your mail is categorised under 4 types. Select **ONE** option under each category.

LETTERS / ORDINARY MAIL

- Re-enclose and forward daily**
Mail bundled and re-enclosed into an envelope, plus postage and sent by normal mail.
- Re-enclose and forward once weekly: Day:**
Mail bundled and re-enclosed into an envelope, plus postage and sent by normal mail.
- HOLD**
Mail held at our offices until further notice pending collection.

PRINTED MATTER / CATALOGUES / MARKETING MATERIAL

- Re-direct daily**
Forward daily by re-directing using a printed label. (Royal Mail regulations state that the name you wish to appear on the direction label must be the same as the original items, otherwise we must re-enclose).
- Re-enclose and forward daily**
Mail bundled and re-enclosed into an envelope, plus postage and sent by normal mail.
- Re-enclose and forward once weekly: Day:**
Mail bundled and re-enclosed into an envelope, plus postage and sent by normal mail.
- HOLD**
Mail held at our offices until further notice pending collection.

SPECIAL DELIVERY (REGISTERED) AND RECORDED MAIL

- Re-register / Re-record daily**
Mail will be re-registered / re-recorded
- Re-enclose and forward daily**
Mail re-enclosed and forward by 1st class mail at your risk.
- HOLD**
Mail held at our offices until further notice pending collection.
- HOLD and NOTIFY**
We will notify you when a registered or recorded item has arrived for you.

PARCELS

- Re-direct daily**
Inbound parcel will be re-directed using a printed label. (Royal Mail regulations state that the name you wish to appear on the direction label must be the same as the original items, otherwise we must re-enclose).
- HOLD and NOTIFY**
We will notify you when a parcel has arrived for you.

Only complete below if paying by credit / debit card
(credit cards +2.5% fee – no charge for debit cards)

Credit / Debit Card Authorisation

I authorise PRIME Secretarial Services to charge my *VISA / MASTERCARD / AMEX / SWITCH / SOLO / DELTA the amount indicated overleaf being my subscription payment in full for the chosen period and postage account (if applicable)

Cardholder's Name (EXACTLY on card).....

Cardholder Address.....

.....Post/Zip Code.....

Card number

Start (mm/yy) Exp.(mm/yy) Issue. No. Security code
(last 3 digits of number on reverse strip of card)

Signature: Date:.....

[For Office use only]

Cash Cheque No. P/O's Auth. Code Tx No. Invoice No.

Add: Box No. Comp. Source:

B M Inv.: Start: System A/C No.



PRIME Secretarial Services

(PLEASE DO NOT SEND THIS PAGE BACK TO US – PLEASE READ AND RETAIN)

OUR TERMS AND CONDITIONS OF SERVICE

1. In these terms and conditions of business, "the Company" shall mean PRIME Secretarial Services and "the customer" shall mean any Company, firm, organisation or private individual trading with the Company.
2. The Company will provide an address or box number for utilisation by the customer.
3. The customer agrees with the Company not to carry on any business which could be construed or interpreted by the Company as illegal, defamatory, immoral or obscene. In addition, the customer agrees not to use the business address, telephone/fax numbers, email address of the Company for any of the aforesaid purposes.
4. The customer agrees not to send or deliver or cause to be sent or to be delivered to the Company's offices any noxious, illegal, immoral, deteriorating, dangerous or bulky material object and in the event of the same, rights of the Company shall be as contained in clause 5 of these conditions.
5. No parcels, chattels or packets other than letters addresses to the customer will be accepted at the Company's address without prior written permission. The Company shall bear no responsibility whatsoever either to the sender or the customer or to any third party.
6. The Company will forward mail on to the customer if requested on the application form. Otherwise all mail will be held at the Company's office pending collection or further instructions. If forwarding is requested, the Company will forward mail in accordance with the customer's instructions on the application form.
7. The Company will take all reasonable steps to ensure accurate and efficient dealing with all communications received for the customer and that mail is handled in accordance with the customer's instructions on the application form. However, no warranty or liability is accepted by the Company, its staff or agents in relation to services provided, nor for losses or damages to the customer nor money, valuables or loss of business, however so caused.
8. The customer will fully indemnify the Company against all liabilities, expenses, losses, claims, damages or penalties incurred by the Company in respect of this Agreement and due to the way in which the business services are however occasioned including through defamation, suing or being sued as a result of the breach whatsoever and howsoever committed by the customer or any third parties.
9. The Company, its staff or agents will have no liability to any third party.
10. **Accounts and Payment**
 - a) All fees including postage and disbursements are to be paid strictly within the settlement terms on the original invoice payable upon application and thereafter in advance at intervals as indicated on the application form. Incidental disbursements and other charges incurred by the Company are payable on demand and the Company reserves the right to suspend the services provided to the customer should any fees remain outstanding after 7 days of request for payment or any other due date agreed.
 - b) The Company shall notify the customer in writing of any changes in fees or services. Any changes or alterations to services will take effect no earlier than 14 days.
 - c) Any contract shall be subject to the Company being satisfied as to the customer's creditworthiness and without prejudice to the generality of the foregoing, the Company may, in its absolute discretion, having informed the customer that their services are set-up, refrain from delivering the service, until such time as the customer tenders money in a satisfactory form accepted by the Company.
 - d) **Settlement of Terms:**

Accounts are to be paid strictly within the settlement terms on the original invoice. Settlement terms for credit account customers is **within 14 days** from the date of invoice. The Company reserves the right to charge interest on overdue accounts calculated at 4% per calendar month. Where the contract is to be fulfilled on a monthly or instalment basis, payment for each instalment shall be made as if the same constituted as a separate contract. If the customer fails to pay for any part of the service in accordance with terms of this contract, the Company may withhold such services/messages/correspondence or article(s) belonging to the customer until such payment is made or (at the Company's option) may exercise any of the following rights, either alone, or in a combination:

 - (i) terminate the contract of service.
 - (ii) recover payment for services / work all ready rendered.
 - (iii) retain all payments already made.
 - (iv) vary the terms of this contract as to payment.
11. The Company shall have a general lien on all belongings of the customer that may be on the Company premises and/or for all monies owing by the customer to the Company on any account whatsoever.
12. The Company undertakes not to disclose any of the customer's details to any third party whatsoever. However, the customer agrees that the Company can use its discretion as to whether or not to disclose the customer's private information to legal bodies if so legally obliged to or requested.
13. In the event of breach by the customer of any of the above conditions, the Company may terminate this Agreement forthwith without any explanation whatsoever as to reason by sending written notice of such termination to the customer of which a prepaid letter addressed to the customer at his last known address shall be deemed sufficient notice. The customer will lose any deposit money paid in advance in such circumstances and the customer will also lose the deposit where the Agreement is terminated by the customer prior to the minimum contract period.
14. The customer hereby confirms that the information provided in this Agreement is accurate at the time of signing the Agreement and any change(s) of customer's personal details or business details will be notified to the Company immediately.
15. **Termination of Service(s)**

This agreement is subject to written Notice of Termination or one months fees in lieu to be given by either party and to expire at any one time one month after sending same in a prepaid envelope addressed by the customer to the Company or by the Company to the customer respectively. Subscriptions are not transferable or refundable.
16. **Legal Construction**

Unless otherwise agreed by PRIME Secretarial Services in writing, these conditions shall be construed in accordance with English law and are in addition to your statutory rights.



PRIME Secretarial Services