

**Applicant's Details - To be completed by client**

Date:       Phone:

Company Name:  Fax:

Trading Name:  Mobile:

A.C.N.           A.B.N.

Registered Address:   
  
 State:  Postcode:

**Director's Details**

Directors Name:  Drivers License No:

Directors Address:  Date of Birth: (ddmmyyyy)

State:  Postcode:

Email Address:

**Accounts Details**

Accounts Contact:  Accounts Phone No:

Email Address:

**Office Use Only**

Virtual Client No: SC     Lease Start Date:       Lease Expiry Date:

Special Conditions:

**Monthly Charges**

	Rate per Unit (exc GST)	\$ Value (exc GST)
Virtual Office Package: Platinum: <input type="checkbox"/> Gold: <input type="checkbox"/> Silver: <input type="checkbox"/> Bronze: <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Licence Preparation:	40.00	40.00
<i>An invoice will be generated and sent to you once this form is returned to the Manager.</i>		
		<input type="text"/>
		<input type="text"/>
	Total Exc GST	40.00
	GST	0.00
	Security Deposit (equivalent to one month's rent & GST)	0.00
Please note this is a 7 day account	Total Inc GST	<input type="text"/>

Payment is strictly monthly in advance. One calendar month's written notice required for termination and such termination to fall on the last day of the month. By signing this document you agree to pay for the services and charges as specified. Under the terms of our standard lease Offices First Pty Ltd has the right to charge interest on all overdue accounts at the rate of 2% per month.

Client Signature:  Date:

Offices First Signature:  Date:

Once complete, please return form via email to  
 Rachel Jackson, Office Manager  
 Email : rjackson@officesfirst.com.au OR Fax : 07 3310 8800