

## TERMS AND CONDITIONS

*THESE TERMS ARE DESIGNED TO ENSURE THE ENJOYMENT OF THE ACCOMMODATIONS BY ALL FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE CLIENTS AND TO GOVERN THE RELATIONSHIP BETWEEN "THE CLIENT" AND FLORIDA OFFICE GROUP LLC.*

- I. *PRODUCT DEFINITION: VIRTUAL OFFICE SERVICE: THE CLIENT IS ENTITLED TO A COMPANY PHONE NUMBER, WITH AN AREA CODE OF THE CLIENT'S CHOICE, PROFESSIONAL CALL ANSWERING DURING BUSINESS HOURS.*
  
- II. *THIS AGREEMENT, NATURE OF THIS AGREEMENT: THIS AGREEMENT IS PERSONAL TO THE CLIENT AND CANNOT BE TRANSFERRED TO ANY OTHER PARTY. THIS AGREEMENT IS COMPOSED OF THE FRONT PAGE DESCRIBING THE SERVICE(S) AND THE PRESENT TERMS AND CONDITIONS. WHEN THIS AGREEMENT IS TERMINATED THE CLIENT'S AGREEMENT AND ITS ENTITLEMENT TO SERVICES ARE REVOKED.*
  - A. *THIS AGREEMENT LASTS FOR THE PERIOD STATED IN IT. EITHER FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE OR THE CLIENT CAN TERMINATE THIS AGREEMENT AT THE END DATE STATED IN IT, OR AT THE END OF AN EXTENSION, OR RENEWAL PERIOD BY GIVING AT LEAST FORTY FIVE DAYS WRITTEN NOTICE TO THE OTHER. AT LEAST 45 DAYS PRIOR TO RENEWAL IF NOTICE IS NOT RECEIVED A NEW AGREEMENT WILL BE PRESENTED TO THE CLIENT. IF THIS AGREEMENT IS A MONTH TO MONTH AGREEMENT AND NO NEW AGREEMENT HAS BEEN PRESENTED THE AGREEMENT WILL BE RENEWED AUTOMATICALLY FOR AN ADDITIONAL 30 DAYS AT THE DISCRETION OF FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE. ENDING THIS AGREEMENT IMMEDIATELY: TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE, MAY PUT AN END TO THIS AGREEMENT IMMEDIATELY BY GIVING THE CLIENT NOTICE AND WRITTEN NEED TO FOLLOW ANY ADDITIONAL PROCEDURE IF (A) THE CLIENT BECOMES INSOLVENT, BANKRUPT, GOES INTO LIQUIDATION, OR BECOMES UNABLE TO PAY ITS DEBTS AS THEY FALL DUE OR (B) THE CLIENT IS IN BREACH OF ONE OF ITS OBLIGATIONS WHICH IT CANNOT BE PUT RIGHT OR WHICH THE CLIENT HAS FAILED TO PUT RIGHT WITHIN FOURTEEN (14) DAYS OF THAT NOTICE, OR (C) ITS CONDUCT, OR THAT OF SOMEONE AT THE CENTER WITH ITS PERMISSION OR INVITATION, IS INCOMPATIBLE WITH ORDINARY OFFICE USE. IF FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE PUTS AN END TO THIS AGREEMENT FOR ANY OF THESE REASONS IT DOES NOT PUT AN END TO ANY OUTSTANDING OBLIGATIONS, INCLUDING ADDITIONAL SERVICES USED AND THE MONTHLY FEE FOR THE REMAINDER OF THE PERIOD FOR WHICH THIS AGREEMENT WOULD HAVE LASTED IF FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE HAD NOT ENDED IT.*
  - B. *IN THE EVENT THAT FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE IS PERMANENTLY UNABLE TO PROVIDE THE SERVICES STATED IN THIS AGREEMENT THEN THIS AGREEMENT WILL END AND THE CLIENT WILL ONLY PAY MONTHLY FEES UP TO THE DATE IT ENDS AND FOR THE ADDITIONAL SERVICES THE CLIENT HAS USED.*
  - C. *WHEN THIS AGREEMENT ENDS THE CLIENT IS TO TERMINATE USE OF PHONE NUMBERS. IF THE CLIENT CONTINUES TO USE THE SERVICES AS MENTIONED WHEN THIS AGREEMENT HAS ENDED THE CLIENT IS RESPONSIBLE FOR ANY LOSS, CLAIM OR LIABILITY FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE INCURS AS A RESULT OF THE CLIENT'S FAILURE TO VACATE ON TIME.*
  - D. *CONFIDENTIALITY: THE TERMS OF THIS AGREEMENT ARE CONFIDENTIAL. NEITHER FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE NOR THE CLIENT MUST DISCLOSE THEM WITHOUT THE OTHER'S CONSENT UNLESS REQUIRED TO DO SO BY LAW OR AN OFFICIAL AUTHORITY. THIS OBLIGATION CONTINUES AFTER THE AGREEMENT ENDS.*
  - E. *NOTICE: ALL NOTICES SHOULD BE SUBMITTED TO FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE AT THE ADDRESS LISTED ON THE AGREEMENT.*
  - F. *APPLICABLE LAW: THIS AGREEMENT IS INTERPRETED AND ENFORCED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA. FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE AND THE CLIENT BOTH ACCEPT THE EXCLUSIVE JURISDICTION OF THE COURTS OF SUCH JURISDICTION. IF ANY PROVISION OF THESE TERMS AND CONDITIONS IS HELD VOID OR UNENFORCEABLE UNDER THE APPLICABLE LAW, THE OTHER PROVISIONS SHALL REMAIN*

CLIENT INITIALS \_\_\_\_\_

## TERMS AND CONDITIONS

THESE TERMS ARE DESIGNED TO ENSURE THE ENJOYMENT OF THE ACCOMMODATIONS BY ALL FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE CLIENTS AND TO GOVERN THE RELATIONSHIP BETWEEN "THE CLIENT" AND FLORIDA OFFICE GROUP LLC.

IN FORCE. THE CLIENT MUST PAY ANY REASONABLE AND PROPER COSTS INCLUDING LEGAL FEES THAT FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE INCURS IN ENFORCING THIS AGREEMENT.

- G. *SUBORDINATION: THIS AGREEMENT IS SUBORDINATE TO OUR LEASE WITH OUR LANDLORD AND TO ANY AGREEMENTS TO WHICH OUR LEASE WITH OUR LANDLORD IS SUBORDINATE.*

### III. SERVICES AND OBLIGATIONS

- A. FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE IS TO PROVIDE SERVICES FOR WHICH THE CLIENT HAS AGREED TO PAY. THIS AGREEMENT LISTS THE ACCOMMODATION(S) FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE HAS INITIALLY ALLOCATED TO IT.

### IV. USE

- A. THE CLIENT MAY ONLY CARRY ON BUSINESS IN ITS NAME. THIS AGREEMENT IS FOR ONE COMPANY PHONE ANSWERING. ADDITIONAL COMPANY NAMES MAY BE LISTED UNDER ONE AGREEMENT AN ADDITIONAL FEE.
- B. COMPLIANCE: THE CLIENT MUST COMPLY WITH ALL RELEVANT LAWS AND REGULATIONS IN THE CONDUCT OF ITS BUSINESS. THE CLIENT MUST DO NOTHING ILLEGAL IN CONNECTION WITH ITS USE OF THE BUSINESS CENTER. THE CLIENT MUST NOT DO ANYTHING THAT MAY INTERFERE WITH THE USE OF THE CENTER BY FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE OR BY OTHERS, CAUSE ANY NUISANCE OR ANNOYANCE, INCREASE INSURANCE PREMIUMS FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE HAS TO PAY OR CAUSE LOSS OR DAMAGE TO FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE (INCLUDING DAMAGE OF REPUTATION) OR TO THE OWNER OF ANY INTEREST IN THE BUILDING WHICH CONTAINS THE CENTER THE CLIENT IS USING. THE CLIENT ACKNOWLEDGES THAT (A) THE TERMS OF THE FOREGOING SENTENCE ARE A MATERIAL INDUCEMENT IN FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE EXECUTION OF THIS AGREEMENT AND (B) ANY VIOLATION BY THE CLIENT OF THE FOREGOING SENTENCE SHALL CONSTITUTE A MATERIAL DEFAULT BY THE CLIENT HEREUNDER, ENTITLING FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE TO TERMINATE THIS AGREEMENT, WITHOUT FURTHER NOTICE OR PROCEDURE.
- C. FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE LIABILITY ~ THE EXTENT OF FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE LIABILITY: TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE IS NOT LIABLE TO THE CLIENT IN RESPECT OF ANY LOSS OR DAMAGE THAT CLIENT SUFFERS IN CONNECTION WITH THIS AGREEMENT, WITH SERVICES OR WITH THE CLIENT'S ACCOMMODATION(S) UNLESS FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE HAS DELIBERATELY OR NEGLIGENTLY IN CAUSING THAT LOSS OR DAMAGE. FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE IS NOT LIABLE FOR ANY LOSS AS A RESULT OF FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE'S FAILURE TO PROVIDE A SERVICE AS A RESULT OF MECHANICAL BREAKDOWN, STRIKE, TERMINATION OF FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE'S INTEREST IN THE BUILDING CONTAINING THE CENTER OR OTHERWISE UNLESS FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE DOES SO DELIBERATELY OR IS NEGLIGENT. IN NO EVENT SHALL FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE BE LIABLE FOR ANY LOSS OR DAMAGE UNTIL THE CLIENT PROVIDES FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE WRITTEN NOTICE AND GIVES FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE TIME TO PUT IT RIGHT. IF FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE IS LIABLE FOR FAILING TO PROVIDE THE CLIENT WITH ANY SERVICE UNDER THIS AGREEMENT THEN SUBJECT TO THE EXCLUSIONS AND LIMITS SET OUT IMMEDIATELY BELOW FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE WILL PAY ANY ACTUAL AND REASONABLE EXPENSES THE CLIENT HAS INCURRED IN OBTAINING THAT SERVICE FROM AN ALTERNATIVE SOURCE. IF THE CLIENT BELIEVES THAT FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE HAS FAILED TO DELIVER A SERVICE CONSISTENT WITH THESE TERMS AND CONDITIONS THE CLIENT SHALL PROVIDE FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE WRITTEN NOTICE OF SUCH FAILURE AND GIVE FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE A

CLIENT INITIALS \_\_\_\_\_

## TERMS AND CONDITIONS

*THESE TERMS ARE DESIGNED TO ENSURE THE ENJOYMENT OF THE ACCOMMODATIONS BY ALL FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE CLIENTS AND TO GOVERN THE RELATIONSHIP BETWEEN "THE CLIENT" AND FLORIDA OFFICE GROUP LLC.*

REASONABLE PERIOD TO PUT IT RIGHT. EXCLUSION OF CONSEQUENTIAL LOSSES, ETC.: FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE WILL NOT IN ANY CIRCUMSTANCES HAVE ANY LIABILITY FOR LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF ANTICIPATED SAVINGS, LOSS OF OR DAMAGE TO DATA, THIRD PARTY CLAIMS, OR ANY CONSEQUENTIAL LOSS UNLESS FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE OTHERWISE AGREES IN WRITING.

### V. FEES

- A. STANDARD SERVICES: THE MONTHLY FEE AND ANY RECURRING SERVICES REQUESTED BY THE CLIENT ARE PAYABLE MONTHLY IN ADVANCE. FEES FOR PAY AS YOU USE SERVICES, PLUS APPLICABLE TAXES, ARE INVOICED IN ARREARS. INVOICES WILL BE PRESENTED BY THE 20TH OF THE MONTH AND DUE ON THE 1ST OF THE MONTH PROCEEDING.
- B. TAXES: THE CLIENT AGREES TO PAY PROMPTLY (A) ALL SALES, USE, EXCISE, CONSUMPTION AND ANY OTHER TAXES AND LICENSE FEES WHICH IT IS REQUIRED TO PAY TO ANY GOVERNMENTAL AUTHORITY (B) ANY TAXES PAID BY FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE TO ANY GOVERNMENT AGENCY THAT ARE ATTRIBUTABLE TO THE ACCOMMODATION(S), INCLUDING WITHOUT LIMITATION, ANY GROSS RECEIPTS, RENT, AND EAST COAST VIRTUAL OFFICE TAXES, TANGIBLE PERSONAL PROPERTY TAXES, STAMP TAX, OR OTHER DOCUMENTARY TAXES AND FEES.
- C. SERVICE RETAINER: THE CLIENT WILL BE REQUIRED TO PAY A SERVICE RETAINER AS SHOWN ON THE AGREEMENT. THIS WILL BE HELD BY FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE WITHOUT GENERATING INTEREST AS SECURITY FOR THE CLIENT'S OBLIGATIONS UNDER THIS AGREEMENT. THE RETAINER IS NOT HELD IN A SEPARATE ACCOUNT FROM OTHER FUNDS OF FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE. FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE MAY APPLY THE RETAINER TO OUTSTANDING CHARGES AT OUR DISCRETION AND REQUIRE THAT YOU REPLACE ANY FUNDS APPLIED TO YOUR CHARGES. THE SERVICE RETAINER WILL BE RETURNED TO THE CLIENT UPON SETTLEMENT OF FINAL BALANCE WITH FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE NO LATER THAN NINETY (90) DAYS.
- D. LATE PAYMENT: FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE MAINTAINS THE RIGHT TO CHARGE A LATE FEE TO THE CLIENT IF THE CLIENT FAILS TO PRESENT PAYMENT IN A TIMELY MANNER. FEES ARE CONSIDERED LATE AFTER THE 3RD DAY OF THE MONTH.
- E. INSUFFICIENT FUNDS: FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE MAINTAINS THE RIGHT TO CHARGE A FEE TO THE CLIENT FOR ANY RETURNED CHECK OR OTHER DECLINED PAYMENTS DUE TO INSUFFICIENT FUNDS. IF A CHECK IS DISHONORED, A SERVICE FEE 5% OF THE CHECK AMOUNT, OR THE AMOUNT ALLOWED UNDER FLORIDA STATUTES, WHICHEVER IS GREATER, WILL BE CHARGED. THE CLIENT AGREES THAT A CREDIT CARD PLACED ON FILE MAY BE CHARGED FOR DELINQUENT PAYMENTS.
- VI. DEFAULT - THE CLIENT IS IN DEFAULT UNDER THIS AGREEMENT IF: 1) THE CLIENT FAILS TO ABIDE BY THE TERMS AND CONDITIONS OF THIS AGREEMENT; 2) THE CLIENT DOES NOT PAY YOUR FEES ON THE DESIGNATED PAYMENT DUE DATE AND AFTER WRITTEN NOTICE OF THIS FAILURE TO PAY YOU DO NOT PAY WITHIN FIVE (5) BUSINESS DAYS; OR 3) THE CLIENT DOES NOT COMPLY WITH THE TERMS OF THIS AGREEMENT. IN THE EVENT THAT THE CLIENT DEFAULTS ON YOUR OBLIGATIONS UNDER THIS AGREEMENT, FLORIDA OFFICE GROUP LLC DBA EAST COAST VIRTUAL OFFICE MAY CEASE TO PROVIDE ANY AND ALL SERVICES INCLUDING TELEPHONE SERVICES AND ACCESS TO THE ACCOMMODATION(S) WITHOUT RESORTING TO LEGAL PROCESS. IF THE CLIENT ENTERS BY FORCE AN ACCOMMODATION FROM WHICH YOU HAVE BEEN BARRED OR LOCKED OUT FOR DEFAULT, YOU ACKNOWLEDGE THAT YOU HAVE NO TENANT RIGHTS UNDER THIS AGREEMENT AND THAT SUCH ENTRY IS A CRIME AND MAY BE PROSECUTED.

CLIENT INITIALS \_\_\_\_\_