

For Office Use Only

	Invoice # _____	Mailbox # _____
Add to Simply Acc.	Assign a mailbox & add it to the Excel mailbox log	
Create Mailbox Invoice	Make mailbox label – blue	
Add to recurring invoices in Simply Acc.	Add mailing requests to Clients Requests & Schedule on Google Calendar	
Create a business license invoice	Frequency of invoicing _____ month(s)	
Add to recurring invoices in Simply Acc.	Add email to front desk Outlook PES & WROS mbox clients	
Create Directory invoice	Add client email to printer	
Add to recurring invoices in Simply Acc.	Save client info to pesuites1@gmail.com	
Credit Card on file	Add Mailbox to Next Invoices	
Recurring Payments?	Add Business License to Next Invoices	
If paid, make a receipt	Add Directory invoice to Next Invoices	

PRE-PAY IDENTITY PACKAGE QUARTERLY RECURRING AGREEMENT

THIS AGREEMENT made this ____ day of _____, 20____

BETWEEN: Peninsula Executive Suites
 202-15388 24th Avenue
 Surrey, B.C. V4A 2J2

Unit 202 – 15388 24th Avenue
 Surrey, B.C.
 V4A 2J2 (this is the address you use)

(Hereinafter referred to as “PES”)

AND: All Services and invoicing will commence on the first day of the following month of the date on this agreement. Please attach a business card to this sheet (I.D must be presented with current address)
 If you live outside of Canada, please disregard*

Name:
Birth date:
*Social Insurance Number:
*Business Number, if applicable (not phone #):
Current address:
Company name:
Phone number:
Cell number:
Email address:
Emergency contact:
Website:
Payments are processed on a Quarterly recurring basis through credit card*. Please select how we can contact you to collect your credit card information.
Phone: _____ e-mail _____

(Hereinafter referred to as “Client”)

IN CONSIDERATION of the charges payable and the agreement herein, the parties agree as follows:

1. PES agrees to provide and the Client takes for his exclusive use to carry on the business and/or profession of _____ and for no other purpose the PES **Identity Package** herein at 202-15388 24th Avenue, Surrey, B.C. V4A 2J2.
2. The services provided will be for a period commencing on the 1st day of ____ 20____ on a quarterly basis at a rate of **CAD 50.00 + 5% GST** per month (\$150.00 /quarter +GST) which must be **pre-paid on the first day of the quarter** the invoice is created. Quarterly recurring payments will be charged to the client's credit card on file.
3. PES agrees with the Client to provide services as follows:
 - a. Receive mail and send **DAILY** email notifications to **one email address ONLY** by scanning the outside of the envelope(s) received
 - b. Distribute mail
 - c. Receive and hold parcels (see under "Client agrees..." for important details)
We are a mail and small package handling facility. If you regularly receive large or heavy packages, please contact us to discuss if /how we can accommodate your deliveries.
 - d. Basic reception service
 - e. Client can use our mailing address: to get a business license, on their letterheads, advertising, business cards, website, and brochures
 - f. Word processing, secretarial, computer, scanning, and photocopy services on an "as required" basis according to the Schedule of Charges
 - g. Boardroom \$40 per hour / hourly office rental; \$30.00 per hour (booking required)
 - h. **Secure Mail/Document Shredding: \$10 minimum charge and \$20 Banker Box**
4. We provide DAILY scanning mail notifications therefore **we cannot accommodate checking your mailbox to inform you by phone/email if mail has arrived and the content of your mailbox.** We provide this service under special one-time circumstances, vacation, or illness. Regular mail checks, opening, and forwarding mail services will incur extra charges. Inform us if you require these services.
5. Outgoing mailing services (postage, couriers, and handling charges to be paid by the Client)
6. Please write mail special requests (**Extra charges on special requests: mail forwarding/ stamps etc.**)

The Client agrees with PES as follows:

7. To pre-pay a fee of \$150.00 CAD + 5% GST every 3 months in advance on the first (1st) day of the Quarter. PES will charge your credit card on file automatically for any and all fees incurred by PES on behalf of the Client (couriers, mail forwarding, secretarial, shredding etc.)
8. **SERVICE CHARGES:** I agree to pay a **\$25.00 & applicable tax** service charge for all rejected payments, whether by Pre-Authorized /credit card auto debit system. NSF **cheques** will have a **fee of \$40.00.**
9. **PAYMENT INFORMATION:** I will give PES **at least 30 days** written notice of any change in payment information to allow sufficient time for processing. I understand that failure to give the required notice may result in service charges to me for rejected unpaid items.

10. The cost of CAD 50.00 + 5% GST per month covers the client for ONE (1) regular-size mailbox slot. If the client requires more space they must pay an additional \$52.50 per month for each additional slot.
11. Cash payment: Please ask for a receipt, as we may require this receipt when settling your account. In case of a discrepancy, your account will not be credited until you provide proof of payment with a receipt.
12. To open your mailbox and start providing services, PES requires you to have a valid credit card on file and to be up to date in the payments.
13. To use no more than 3 names per mailbox with only one company name per mailbox. If you require more than 1 company name then, there needs to be an additional mailbox account opened at CAD 50.00 + 5% GST per month billed quarterly at CAD 150.00 + 5% GST.
14. All packages/mail should clearly display and be addressed to the name(s)/company name(s) registered on this agreement. Packages not displaying a name/company name will not be accepted. We have a strict policy of not signing for any items addressed to: Peninsula Executive Suites, White Rock Office Services, and or Croydon Executive Offices and/or any employees of PES, CEO, and/or PES that were not ordered by anyone in our company.
15. ID Packages include package storage at our location for 30 days at no extra cost. Packages that remain at our location after 30 days of delivery will incur a CAD 50 + 5% GST charge per month. This storage fee will be charged to the client's credit card on file.
16. To give PES **ONE CLEAR CALENDAR MONTH NOTICE** in writing of intent to terminate this agreement, such notice to be effective on the last day of the rental month, or **TO PAY ONE MONTH RENT IN LIEU OF PROPER NOTICE**; Verbal cancellation notices are not accepted.
17. Upon cancellation of your virtual mailbox address, within 3-5 business days PES will notify the City of Surrey and B.C. Registries that you/your organization will not be conducting business out of this address starting on the date the business address is canceled. **Please ensure to change your business and/remove our address from/with:**
 1. B.C. Business Registry
 2. CRA- Canada Revenue
 3. Business Cards/ brochures
 4. City of Surrey licensing department
 5. Your website
 6. Google /Google my Business
 7. Yelp
 8. Social Media
 9. Professional Associations
18. Deliveries of illegal items to our location including but not limited to weapons, counterfeit, explosives of any kind, drugs, drug paraphernalia, pornographic material, and anything that is considered illegal in Canada is absolutely prohibited. If we become aware of any such deliveries to our location, your mailbox account will be terminated immediately, mail returned to sender. Your mailbox account will not be re-opened under any circumstances.
19. PES may terminate this Agreement:
 - (i) PES may terminate this Agreement for breach of terms and conditions, policies, or regulations.
 - (ii) If any installment of the monthly fee is in arrears for thirty (30) days, Mail will be marked as MOVED and returned to sender and the mailbox account will be closed. (re-opening a closed mailbox due to non-payment will require an admin fee of \$50.00)
 - (iii) If the Client shall breach any covenant herein.

(iv) Upon giving **ONE CLEAR CALENDAR MONTH NOTICE**, such notice is to be effective on the last day of the rental month.

20. Mail addressed to accounts over 30 days in arrears will be held at the administration office until payment is processed and the account is up to date

21. The City of Surrey requires business licenses to be displayed on the premises:
“**THIS LICENSE MUST BE DISPLAYED ON THE PREMISES**” reads at the bottom of the business license. We offer this service at a fee of \$100/ year + GST. (We can provide the frame for you at a one-time cost of \$15 + GST, however, feel free to bring your own frame)

Please Display my business license on the premises.

22. Add your name/company name to our business directory (Building entrance, Suite entrance, and Reception area). Yearly fee of \$100.00 + GST

Add my name or company name to the Directories. _____

IN WITNESS WHEREOF the parties hereto have executed this agreement on the day and year first written above.

PENINSULA EXECUTIVE SUITES

CLIENT

Signature

Signature

Name

Name

BUSINESS CREDIT REFERENCES

Name and Phone number

Name and Phone number

IMPORTANT INFORMATION REQUIRED Please do not skip

**NAMES OF PERSONS / COMPANY THAT WILL BE RECEIVING MAIL IN THIS
MAIL BOX**

1. _____

2. _____

3. _____

This License must be displayed on the Premises.

Please take a moment to tell us how you heard about us

Outside sign

Through a friend or business partner

Our Website

Facebook

Instagram

LinkedIn

Craigslist

Google

Other _____