

Serviceorder

Herewith we order

company

represented by

Street

Postal Code

Town

called client

at COC Office Berlin GmbH, Droysenstr. 5, 10629 Berlin
called agent

the following service:

Package mail / € 50,00 per month / unique setup fee € 50,00
(businessaddress, mail forwarding once a month within Germany, general fax up to 50 fax/month)

Package mail & phone / € 100,00 per month / unique setup fee € 150,00
(as packaget mail, additional phone number with personal reception monday to friday 11-17.00
up to 30 phone calls a month, additional phone calls will be charbged with 1,00 € per call)

Additional package for sepond company with same post forwarding / € 28,00 per month
(businessadress, mail forwarding once a month within Germany, general fax up to 50 fax/mont
only in combination with existing or new package mail)

Additional mail forwarding once a month within Germany / + € 12,00 (EU + € 20,00)

Other services

no other services

Additional costs

The following services are not included in the package price:

- > Forwarding parcels and freight (€ 5,00 per parcel plus postage)
- > mail forwarding per email or fax (0,20 € per page, minimum fee 2,00 € per transmission)
- > Costs due to enforcements of judgements or other investigations
- > Use of workstation.and secretary services

Start and termination of contract

date of start of service

Both parties can terminate the contract within a time of one month to the end of the month.

Servicefees

All fees are additional the valid VAT. Services not included in the package and/or contract will be charged as mentioned in the actual pricelist.

Fälligkeit

All payments for package fees are due in advance. The first service fee and setup fee are due before the service starts. Payments for additional fees or costs are due on e month after service. The agent has the right to stop all services without notice if the client has an outstanding payment for more than 2 rents.

Form of payment

invoice debit advice procedure rfor companies (only german bankaccounts)

Security

No security necessary Ammount of security €

Other agreements

none

signature:

I have read and accept the standard business conditions

signature