



**BUSINESS ACCELERATION CENTER  
FLEXIBLE OFFICE SOLUTION**

**SERVICE AGREEMENT**

Please provide the following information:			
First Name		Last Name	
Company		Job Title	
Web Site Address			
Address			
City		State	Zip/Postal Code
Country			
Phone ( ) -		Mobile ( ) -	
Fax ( ) -		E-mail	
Signature:		Date:	

**Monthly Membership Rates**

Monthly membership requires full advance payment equivalent to two months' membership fee, comprising of membership fee for the first and one month's fee as a security deposit. The security deposit will be refunded upon termination of membership, minus any outstanding charges or damages.

Communications Technology Cluster      300 Frank H. Ogawa Plaza, Suite 210, Oakland Ca 94612  
Business Acceleration Center      Tel 510.903.1901      Fax 510.903.1951

Membership Category	Features and Privileges	Monthly Fee
Flexible Office Membership Virtual Plus 8-Hours Flex and Meeting Room Access	Business Address and Access Minimum: 2 months of membership fee then monthly	\$ 250.00
	Deposit Due - 1 month	\$ 250.00
	Processing and Set-Up Fee	\$50.00
	Amount Due Upon Signing	\$ 550.00

**Payment Information**

Check      Amount of Check: \_\_\_\_\_  
 PayPal (see link)

Name on Check: \_\_\_\_\_

Signature: \_\_\_\_\_

**Business License:** To conduct any business in Oakland, you must first obtain a Business Tax Certificate and pay an annual business tax. For more information, go to [www.oaklandnet.com](http://www.oaklandnet.com).

**Additional Membership Benefits and Services Offered Includes:**

- Front Office Support
- Meeting Room & Flex Space
- Professional Services
- Education, Networking, Events
- Postal, UPS and FedEx Services
- IT Support

## SUMMARY

**Communications Technology Cluster's Flexible Office Solution** offers you the opportunity to establish a prestigious business presence with the use of our business address for the conduct of your business, access to flexible office space and meeting rooms in the facility, optional receipt and forwarding of your mail, and access to all of our front office support and business services.

- Use of Communications Technology Cluster's address for business cards, stationery, and company literature.
- Optional mail handling - receipt of mail and weekly mail forwarding (postage paid by client).
- A professional receptionist to greet your clients and guests.
- Access to 8-Hours of Flexible Office Space and interior Meeting Rooms on a reservation basis. Unused time does not carryover to the following month.

### Optional Services:

- Meeting/Conference/Flexible Office Room Usage over the allocated 8-hours:
  - Conference/Meeting Room - Interior: \$20 per hour
  - Conference/Meeting Room – Large/Conference Center: \$40 per hour
  - Flexible Office Space: \$10 per hour
- Administrative Support Services and use of equipment (fax machine and copier) on a per usage cost
- Set-Up Fee of \$50: Covers reception and paperwork set up and notification to post office.
- Refundable Security Deposit Required equal to One (1) month's membership fee or \$250.
- At cancellation, the then current termination charge is assessed. 30-day mail forwarding.
- 30-day written cancellation notice to discontinue service. Either party may terminate such agreement by 30-day written notification.
- All payments are due and payable on the 1<sup>st</sup> day of each month, and will incur a \$25.00 late fee if not received by the 10<sup>th</sup> day of the month and the account is in default if any invoice is not paid by the 10<sup>th</sup> of the month. Once in default, the Security Deposit will be applied as cancellation charge and the service terminated immediately.

## MAIL SERVICE

Communications Technology Cluster will act as an agent for the CLIENT in receiving mail when such mail is delivered to Communications Technology Cluster. In conjunction with this service the CLIENT:

1. Agrees to those conditions as included in the U.S. Post Office Form No. 1583 which, by reference, is made a part hereof;
2. Shall show Communications Technology Cluster positive proof of identification, in accordance with federal regulations;
3. Authorizes Communications Technology Cluster to sign for any mail that is deliverable only upon a signature;
4. Mail Receiving Instructions:
  - No Mail Service; Will use a P.O. Box
  - Hold mail at office
  - Mail to Client weekly – M, T, W, Th, F (circle one)
  - Other \_\_\_\_\_



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Communications Technology Cluster shall process CLIENT'S outgoing mail through its metered mail, UPS, Federal Express systems as instructed in the mail receiving instructions above (except designated holiday's) at the published Communications Technology Cluster rates.

Communications Technology Cluster is not responsible for mail/messages returned to sender if this agreement is not honored.

**Address to be Used:** 300 Frank H. Ogawa Plaza, Suite 210  
Oakland, CA 94612

**Conference/Meeting Room – Large and Small / Flexible Office Space**

Communications Technology Cluster agrees to provide CLIENT, on a reservation basis only, a Conference/Meeting Room or Flexible Office Space during the business hours of 8:30 am to 5:00 pm, Monday through Friday.

Conference/Meeting Room or Flexible Office Space will be provided by phoning the receptionist at (510) 903-1902 for reservation(s). CLIENT agrees to notify Communications Technology Cluster twenty-four (24) hours prior to the reservation if there is a cancellation, or the renter will be liable for the charge of usage. Hours, if pre-paid, must be used in the current month and cannot be carried over. Hours during the month in addition to the regular monthly virtual office fee that are part of the base program will be invoiced at:

- \$40.00 per hour for Large Conference room or \$240 per day
- \$20.00 per hour for Small or Interior Conference room or \$120 per day
- \$10.00 per hour for Flexible Office space or \$60 per day

I, the CLIENT have read, understand and agree to the above described service(s) and information herein dated \_\_\_\_\_ to start the service effective \_\_\_\_\_. A two hundred-fifty dollar (\$250.00) deposit is required to open the account. It will be returned at time of agreement cancellation if the account is paid in full. I, the CLIENT, do hereby agree that either party may terminate such agreement by 30-day written notification.

Company Name: \_\_\_\_\_

Signed: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Communications Technology Cluster**

Signed: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_