

VIRTUAL OFFICE APPLICATION

OPTION 3 - Business address & mail handling

£25.00 a month, plus P+P costs (Plus one off set up fee of £15.00)

This option is for businesses that will be receiving mail and would like it forwarded on to them.



Please email us the fully completed application form to enquiries@yorkhub.co.uk

On receipt of the form we will raise your first invoice in line with your requested payment instructions below and this must be paid promptly.

Anti-money laundering checks will then be processed using the details you are about to provide us.

As soon as the checks are complete, the full postal address will be confirmed and authorised via email.

Customer name _____

Company name _____ Nature of business _____

Home address _____

Postcode _____

Telephone number _____ Mobile number _____

Email address _____ Website _____

VIRTUAL OFFICE PAYMENTS – please choose the option which best suits you

Please invoice me on a (please tick appropriate box) Quarterly basis Six monthly basis

Post forwarding address _____

Postcode _____

In order to activate the virtual office account fully, we will need to complete an anti-money laundering check. For this to happen we require the following extra details:

Title _____ First Name _____ Middle Name(s) _____

Surname _____ DOB _____ NI/Passport No. _____

Full Address _____ Postcode _____

We would like to keep you up to date with our latest news and information

To comply with GDPR, as well as ensure we're only sending you the information that you want or need to know. Please confirm that you are happy to: (simply tick the relevant boxes below)

- Receive our e-newsletter
- Receive emails about our social events
- Receive occasional emails containing important York Hub news & information

I have read and agree to be bound by the Terms & Conditions for the Virtual Office Services (please tick box)

Customer Signature _____ Date service requested from _____

FOR OFFICE USE ONLY: AML INFO COMPLETE AML CHECK START DATE _____
INVS 3m /6m PAYMENTS RECEIPT REQUEST DATABASE EMAIL POST FOLDER
POST SHEET POSTAGE NOTES _____ MAILCHIMP WEBSITE CONFIRM & AUTHORISE