

## VIRTUAL OFFICE APPLICATION

OPTION 2 - Business address & mail collection

£30.00 a month (Plus one off set up fee of £15.00)

This option is for businesses that receive mail and would prefer to collect it in person. We can also scan and email post on request\*.



\*Each email sent containing scanned documents, will be charged for at the cost of £2.50. These costs will be invoiced separately.

Please email us the fully completed application form to [enquiries@yorkhub.co.uk](mailto: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 \_\_\_\_\_

Landline 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

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 information:

Title \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name(s) \_\_\_\_\_

Surname \_\_\_\_\_ DOB \_\_\_\_\_ National Insurance No. \_\_\_\_\_

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 emails about our social events & networking opportunities

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  POST FOLDER  E/M POST SHEET

WEBSITE  CONFIRM & AUTHORISE