

BLUEDOG BUSINESS CENTRE

We can tailor an office package for your business needs.

Bluedog Business Centre (BBC) Virtual Office

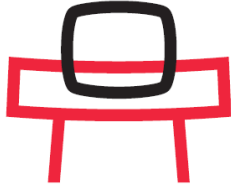
Terms and Conditions

Thank you for signing up our Virtual Office packages. They are specially designed for business owners who are not in need of permanent office space however still need a reception and access to professionally equipped boardroom / meeting room for business purpose from time to time.

Please carefully go through our Terms & Conditions and Schedule of Charges. By accepting, you have read, understood and agree to all the terms and conditions, including schedule of charges outlined in this document.

I. Address & Management

- i. I am aware that when mails, emails, faxes or deliveries were forwarded to me by BBC, it is at my own risk and they cannot be held accountable for the condition nor the time taken to deliver.
- ii. I am aware that notifications of incoming mails/parcels are sent to me via email only.
- iii. I am aware that any incoming mail delivered to BBC will be returned to sender if subscription has ended unless otherwise I contact them to arrange pick up at reception.
- iv. I agree that BBC cannot be held accountable for any outages in services or technologies that may prevent or delay such delivery services.
- v. I am aware that all incoming mails are stored at BBC on Level 1, 16 McDougall Street, Milton Q until further notice (if chosen not to redirect/scan) and that the storage of my mails and deliveries are at my own risk.
- vi. I am aware that BBC cannot be held liable for the condition of goods upon delivery, which had been received on my behalf.
- vii. I am aware that I must obtain BBC's written consent (Confirmation Letter) prior to advertise any address
- viii. I am aware that the address provided from BBC is for business purpose only and can be used as my registered business address.



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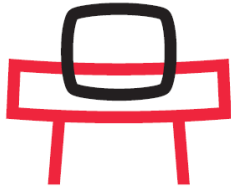
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II. Telephone Management

- i. I am aware that the ownership of the telephone numbers provided to me remain with Bluedog Business Centre in the case that I terminate my contract.
- ii. I am aware that if contract with BBC has been breached, as stated in *III. Security* (see below), my telephone number will be deactivated instantly.
- iii. I am aware that BBC will require a brief background and history of my company to answer limited enquiries over the telephone for incoming phone calls made to my business/company.
- iv. I am aware that all messages that are taken by BBC staff will be passed onto the intended recipient as soon as possible via email and SMS.
- v. I am aware that I must obtain BBC's written consent (Confirmation Letter) prior to advertise assigned number.

III. Security

- i. I am aware that access to BBC's onsite boardroom or meeting room is during business hours only – business hours being weekdays 8.30 am to 5 pm.
- ii. I am aware that access to BBC's onsite boardroom or meeting room outside of business hours will incur surcharges (see page 3).
- iii. I am aware that temporary parking is for a period of no more than one hour and is strictly for use of the centre.
- iv. I am aware that the use of any heaters is strictly prohibited in BBC building due to fire safety regulations.
- v. I am aware that the use of BBC's copy service is during business hours only – being weekdays 8.30 am to 5 pm – I agree to pay for all consumables used and understand that they will be added to my next invoice.
- vi. I am aware that BBC reserves the right to change these Terms and Conditions at any time and your continued use of the services following any changes shall be deemed to be your acceptance of such change.
- vii. I am aware that in the case that I terminate my subscription with BBC, all marketing materials outlining the use of the services provided shall be removed the same day the term has ended otherwise I am obligated to pay the monthly/6-monthly/yearly service fee until such materials are removed.



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- viii. I am aware that BBC may terminate my subscription if there is reoccurring negligence of communication and malpractice of the services provided by BBC that will put their reputation at risk. Under these circumstances, no refund will be provided.
- ix. I am aware that all information requested by BBC shall remain confidential and will only be used for company purposes and that these information must be provided upon application subject to approval.
- x. I am aware that personal information I provide to BBC can only be disclosed subject to my approval and authorisation.
- xi. I am aware that I cannot leave/store any personal belongings at anywhere of the centre after my visit unless confirmed by BBC staff.

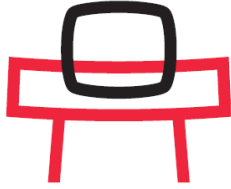
IV. Payments

- i. I am aware that full rent payment is paid upfront and on an ongoing basis, up until such time that I have provided a written notice outlining that I wish to cease the service; and by choosing 6 or 12 months deal, my contract rolls over automatically under the same term.
- ii. I am aware that there are no refunds.
- iii. I am fully aware of the fees and charges outlined in the BBC Handbook and schedule of charges attached with this document. I agree to pay the fees and charges above and beyond my rental payment within 14 days of which they are invoiced to me. I am aware that failing to do so may result in suspension of my following month's service.
- iv. I am aware that BBC will not record bank account details and understand that BBC requests that I refrain from providing such details.
- v. I am aware that payment can only be made by Direct Debit (bank account/credit card).
- vi. I am aware that an amount of AU\$2.75 can be charged per transaction if direct debit from the nominated bank/credit card account was declined.

V. Schedule of Charges (All prices are GST exclusive)

Complimentary

- Reception services weekdays 8.30am to 5pm
 - Greet clients/visitors, concierge, etc.
 - Accept/Pass on document from/to your clients on your behalf (an email notification will be



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sent)

- Pass on your name card to walk-in visitors (if requested)
- Show your clients to your booked boardroom / meeting room (if requested)
- High-tech handset & Incoming conference calls (if requested & available)
- Telecommunication maintenance
- Coffee, tea & filtered water
- Air conditioning
- Wi-Fi

After Hour Assistance

- Lockouts: \$100 each time
- Using of meeting facilities (weekdays): \$50 per hour extra
- Using of meeting facilities (weekends/public holidays): \$100 extra the first hour and \$50 per hour extra thereafter

Air Conditioning

- \$20 per hour outside of business hours

Bank Errand

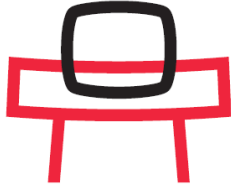
- \$20 per trip

Binding

- Starting from \$5 per book

Call Diversion (Applies to Communications / Full Package only)

- To 1800: Free of charge
- To landline / 1300: \$0.30 per call within Australia
- To mobile: \$0.40 per minute
- To international: \$1.50 per minute



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Casual Hire

	Boardroom	Meeting Room
Hourly	\$45	\$30
Half Day (up to 5 hours)	\$150	\$100
Full Day (8.30 am - 5 pm)	\$230	\$150
Accommodation (max.)	10 people	4 people

(Maximum 1 week for long range booking; \$50+GST per hour extra for after-hours bookings on weekdays; \$100+GST extra for the first hour then \$50+GST per hour thereafter for bookings during weekends/public holidays; Maximum 5 minutes overtime of your booking, any longer then which will be considered as an extension, which is on hourly basis. To cancel, please send a written notice to info@bluedogbusinesscentre.com.au at least 24 hours before your booking, failing in doing so will incur 10% penalty.)

Catering (Gourmet sandwiches/wraps)

- Given price plus surcharge of 20%

Courier / Parcel Redirection

- Given price plus surcharge of 20%

Faxing

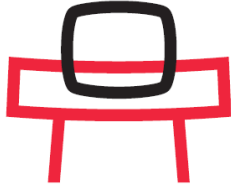
- Local/Standard: \$0.50 per page
- International: \$2.5 per page

Laminating

- \$2 per page

Number Selection (Applies to Communications / Full Package only)

- Local landline: no extra charge
- 1300 / 1800 Number:
 - Monthly fee: \$20 per month extra
 - Call charges applicable:
 - Call charges to landline (each month): the first 66 minutes are free of charge then \$0.15 per minute thereafter (can be a landline number provided by Bluedog for call



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answering purpose)

- Call charges to mobile (each month): the first 28 minutes are free of charge then \$0.35 per minute thereafter

* NO set up fee required

Personal Voice Message

- \$75 (one-off)

(Tenant needs to provide a recording file in .mp3 or .wav for upload; Message should suggest call back the following business day NOT leave a message)

Phone Charger Rental

- \$3 each time

Photocopying & Printing

- A4 black & white: \$0.10 per side
- A4 coloured: \$0.40 per side
- A3 black & white: \$0.30 per side
- A3 coloured: \$1.0 per side

Projector Hire

- \$20 per hour / \$100 for all day

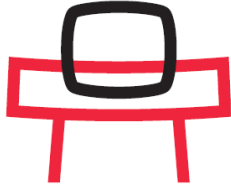
Scanning

- \$0.20 per image/page

Secretarial Services

(Includes business support services, serving drinks to your clients and preparation / cleaning of the function room)

- Inside of business hours: \$25 per hour
- Outside of business hours: \$50 per hour
- Word format / document format: \$8 per 1000 words



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Secured Car Park (If available)

- Up to 5 hours: \$8
- All day: \$15

Signage (On Level 1 directory board) (If available)

- First month: \$30
- Second month & onwards: \$5 per month

Stationary

- Standard envelope: \$0.20
- A4 envelope: \$0.50
- Ream of paper: \$4.75

(END OF THE DOCUMENT)