

# 虚拟办公室申请合约

## Virtual Office Application form

<input type="checkbox"/> <b>A: 商业地址+邮件</b> Plan A: Commercial Address+ Mail	<b>USD \$99.00/月/ Month</b>
<input type="checkbox"/> <b>B: 商业地址+邮件+电话+传真</b> Plan B: Commercial Address + Mail+ Phone+ Fax	<b>USD \$109.00/月/Month</b>
<input type="checkbox"/> <b>C: 商业地址+邮件+电话+传真+会议室*</b> Plan C: Commercial Address + Mail+ Phone+ Fax+ Conference Room *	<b>USD \$119.00/月/Month</b>

**以美国商务中心为您的美国联络地址** Use ABC5500 as your U.S.A commercial address.

使用本中心为您公司商业地址 Use ABC5500 Address as Your Commercial Address	专用电话号码-限1线 留言以附件转送到您的电子邮箱
转寄邮件及信件-限每周一次** Mail Redirecting - Once a Week**	Phone Number - Provide 1 Telephone Number. Voice Messages Will be Automatically Forwarded to Your E-mail as An Attachment
代收传真服务-代转 PDF 邮件以附件方式转发到您的电子邮箱 All Faxes Will be Forwarded to Your E-mail as PDF Attachment	电话转接-有额外收费, 请看下面*** Call Forwarding - Extra Fee Will Apply, See Below***

最短6个月合约,每6个月一付。一年一付可享受1个月免费优惠,付款方式以PayPal或信用卡。  
Minimum of 6 months contract to be paid every 6 months. If contract is longer than 6 months and is paid in full at one time, you will get 1 month for free.  
Accepted Payment Method: PayPal or Credit Card.

\* 有会议室使用,每年12小时免费,超出后USD\$15/每小时计算。

\* Can use Conference Room for 12 hours for free per year. Each additional hour over 12 hours is \$15 USD / hour.

\*\* 代收贵公司邮件寄到本中心后代您转寄至你指定的美国,加拿大,中国,台湾,香港等地址,每週代转寄一次,每次邮费不超过3oz或USD\$10为限,以美国邮局为準。不包括包裹国际邮件。包裹每磅USD\$25,须给中国身份证号码。

\*\* We can pick up your mail that is delivered to your ABC5500 commercial address and ship it to your U.S.A., Canada, China, Taiwan, Hong Kong etc. address. Packages will be shipped once a week. The package cannot be over 3oz or the shipping cost cannot be over USD \$10 (for shipments within the U.S.), not including international shipment. International packages costing at least USD\$ 25 per pound require your China ID number.

\*\*\* 代转接到世界任何的号码如中国电话或由您自行接听。详情请参照国际电话免费清单,,有些国家行动电话须收费用。如须代接,费用另计。

\*\*\* Can forward to any worldwide number, such as China Phone Number, or you can pick up your calls directly. Please see the FREE international phone list for details. Some countries may require payment for cell phone usage. If pickup is required, there will be an extra surcharge.

### 其他可升级服务项目 Other service plans available to upgrade

<b>1</b>	行动办公室及出差美国临时办公室 Virtual Office Plus a Temporary Office in ABC500	<b>2</b>	长期性租用办公室 + 贵公司驻美国产品展示中心 Long-term Office Space Rental + Product Showroom in ABC5500.
<b>3</b>	长期性租用办公室 Long-term Office Space Rental ( Minimum _ months)	<b>4</b>	贵公司产品分寄中心 - 第三方物流服务 Third party Logistic Service-Storage, Shipping and Receiving
<b>5</b>	贵公司驻美国产品展示中心 Product Showroom in ABC5500	<b>6</b>	新产品发表会 New Product Launch Event Hosting

### 其他服务项目 Other service items

秘书服务-翻译,文字输入 每小时计算 Secretarial Service- Translations and Typing Service (Charged hourly)	代售信封, 邮票, 简易文具用品 Postage & Office Supplies	代印名片/传单服务 Business Card and Brochure Printing	可代委託律师, 会计师代办公司执照及登记 CPA or Attorney to File New Corporation/ Company Registration in California State or County
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公司全名 Company Name

公司负责人答签署 Signature

公司负责人 (正写) CEO or President (Please print)

日期 Date

付款完成及相关必要合约文件签署后的三个工作日内可开始使用本中心的服务,须另填一份"指示单"。本中心亦会告知贵公司的美国地址及单位号码,以利收取及分发邮件至贵公司邮箱,贵公司亦可用于名片,网站作为正式地址。

Once payment is received and all the necessary documents are signed, you can start to use our ABC5500 address after three days. You will need to fill out the "Work Instruction Sheet" as well. We will let you know your ABC5500 commercial address and suite number so it would be more convenient to pick up or distribute your mail to your mailbox.