

# THE CROSSROADS – VIRTUAL & OFFICE SIGNUP FORM

**Please complete this form and fax to 954-391-6676 along with a valid driver's license to initiate service**

IMPORTANT: US Postal Form must accompany this form for our records

Full Name \_\_\_\_\_

Company \_\_\_\_\_ Title \_\_\_\_\_

Brief Business Description \_\_\_\_\_

## Mailing Address

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Phone and Email

Work Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Emergency Contact Name and Phone Number \_\_\_\_\_

## Payment Details

Name on Card \_\_\_\_\_ Credit Card Number \_\_\_\_\_

Credit Card Type ( ) VISA ( ) MC ( ) AMEX ( ) DISC

Expiration Date (MM/YYYY) \_\_\_\_/\_\_\_\_ Card security code \_\_\_\_\_

Billing Address \_\_\_\_\_

## Virtual Office Service Details

Date to Begin Service: \_\_\_\_\_

Check one:

\_\_\_\_\_ **Mail Service -- \$49 Setup Fee -- \$49/Month (billed in 3 month increments)**

-Corporate mailing address

-Receive mail

\_\_\_\_\_ **Virtual Office -- \$99 Setup Fee -- \$99/Month (billed in 3 month increments)**

-Dedicated phone number/voicemail

-Corporate mailing address

-Receptionist

-E-fax service

-2 hours free for conference room

## Services Requested

\_\_\_ Receive / Hold mail

\_\_\_ Receive / Forward mail

\_\_\_ How often? \_\_\_\_\_

## Additional services:

-Conference room \$25/Hour

-Forward mail \$10 + postage

Signature \_\_\_\_\_ Date \_\_\_\_\_

United States Postal Service  
**Application for Delivery of Mail Through Agent**  
See Privacy Statement on Reverse

I. Date

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed-signed Form 1583 to the Postal Service and retains a duplicate completed-signed copy at the CMRA business location. The CMRA copy of Form 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable postal rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

**2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent.**

*(Complete a separate Form 1583 for EACH applicant. Spouses may complete and sign one Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)*

**3. Address to Be Used for Delivery Including ZIP +4**

7777 DAVIE RD. EXT. #302B  
HOLLYWOOD, FL 33024

**4. Applicant Authorizes Delivery to and in Care of**  
*(Name, address, and ZIP Code of agent)*

THE CROSSROADS PROFESSIONAL PLAZA  
7777 Davie Rd. Ext. #302B  
Hollywood, FL 33024

**5. This Authorization Is Extended to Include Restricted Delivery Mail for the Undersigned(s)**

**6. Name of Applicant**

**7. Applicant Home Address (Number, street, city, state, and ZIP Code)**

8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.

Telephone Number (      )

a.

**9. Name of Firm or Corporation**

b.

**10. Business Address (Number, street, city, state, and ZIP Code)**

Acceptable identification includes: valid driver's license or state non-drivers identification card; armed forces, government, university or recognized corporate identification card; passport or alien registration card or certificate of naturalization; current lease, mortgage or Deed or Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.

SAME AS #3

Telephone Number (      )

**11. Kind of Business**

12. If Applicant Is a Firm, Name Each Member Whose Mail Is to Be Delivered. *(All names listed must have verifiable identification. A guardian must list the names and ages of minors receiving mail at their delivery address.)*

**13. If a CORPORATION, Give Names and Addresses of Its Officers**

**14. If Business Name of The Address (Corporation or Trade Name) Has Been Registered, Give Name of County and State, and Date of Registration.**

Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanction (including multiple damages and civil penalties). (18 U.S.C. 1001)

**15. Signature of Agent/Notary Public**

**16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)**

## Privacy Act Statement

The collection of this information is authorized by 39 USC 403 and 404. This information will be used to authorize the delivery of the intended addressee's mail to another. The Postal Service may disclose this information to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which USPS is a party or has an interest; to a government agency in order to obtain or provide information relevant to an agency decision concerning employment, security clearances, contracts licenses, grants, permits, or other benefits; to a congressional office at your request; to an expert, consultant, or the other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; and for the purpose of identifying an address as an address of an agent to whom mail is delivered on the behalf of other persons. Information concerning and individual who has filed an appropriate protected court order with the postmaster will not be disclosed in any of the above circumstances except pursuant to the order of a court of competent jurisdiction. Completion of this form is voluntary; however; without the information, the mail will be withheld from delivery to the agent and delivered to the addressee, or, if the address of the addressee is that of the agent, returned to the sender"

## Virtual Office Terms of Service

1. **Agreement.** This Terms of Service document may hereinafter be referenced as "Agreement," "Terms of Service," or "TOS." Such references shall refer to this Terms of Service document.
2. **Signup Form.** Completing the virtual office signup form ("Signup Form") is Customer's acknowledgement that he/she has read this Agreement in its entirety and agrees with this Agreement in its entirety
3. **Customer:** The person whose name appears on the Signup Form is the Customer
4. **Service Address.:** The Service Address is 7777 Davie Road Extension, Suite 302B, Hollywood FL 33024.
5. **Services Provided.:** Service Provider agrees to accept mail and packages addressed to Customer at the Service Address. Customer may use the Service Address as his business address solely for the purpose of receiving mail, subject further to the exceptions specified in the Agreement and limited to activities permissible by law in the state of Florida. Customer may pick up mail and packages during the Hours of Operation, as defined elsewhere in this Agreement or have such forwarded at his/her discretion and expense. Service Provider agrees to provide two (2) hours of conference room usage during the Hours of Operation per calendar month to Customer. Unused conference room usage in one month does not carry over into the following month. Additional conference room usage may be requested by Customer and, if conference room time is available, shall be billed at a published rates. The mail and package acceptance, conference room usage, and (if applicable) phone number together comprise the "Services Provided."
6. **Hours of Operation.** Service Provider is generally open from Monday through Friday, 8:30 AM to 5:30 PM, EST, excluding nationally recognized holidays ("Hours of Operation"). Customer agrees to limit his usage of Services Provided to the Hours of Operation.
7. **Term of Agreement.** The term of this Agreement ("Term") is three (3) months and charged per Signup Form. If Customer cancels before the completion of the Term, Service Provider shall bill Customer for the remainder of the Term. After the Term of three (3) months, the Agreement follows the Automatic Renewal policy specified elsewhere in this Agreement.
8. **Automatic Renewal.** This agreement automatically renews at the end of the Term (3 months), unless Customer gives thirty (30) days of notice of intention to terminate this Agreement prior to expiration of a 3 month term. Service Provider may terminate this Agreement after the Term upon giving Customer thirty (30) days of notice of intention to terminate this Agreement.
9. **Termination.** Notices to terminate the Agreement must be in writing and delivered to an authorized representative of the Service Provider or sent by registered mail to Service Provider. Service Provider may terminate this Agreement immediately by giving Customer notice if: (i) Customer becomes insolvent, goes into liquidation, or becomes unable to pay his debts as they fall due, (ii) Customer is in breach of one of his obligations which cannot be cured, or (iii) Customer's conduct, or that of someone at the Service Address with Customer's permission or at Customer's invitation, is illegal, fraudulent, defamatory, or incompatible with ordinary office use. If Service Provider terminates the Agreement for any of the aforementioned reasons, it does not eliminate any then outstanding obligations Customer may have and Customer must: (i) pay for additional services Customer has used, and (ii) pay the standard fee for the remainder of the period for which Customer's agreement would have lasted had Service Provider not terminated the Agreement, or (if longer) for a further period of three months, and indemnify Service Provider against all costs and losses Service Provider incurs as a result of the termination
10. **Setup Fee.** There will be a setup fee ("Setup Fee") associated with the Services Provided. The Setup Fee shall be clearly listed on the Signup Form. The Setup Fee is a non-refundable fee. The Setup Fee shall be charged to the Customer's credit card upon completion of the Signup Form.

11. Monthly Fee. The monthly fees for the Services Provided ("Monthly Fee") shall be clearly listed on the Signup Form. The Monthly Fee shall be payable monthly on or before the 15<sup>th</sup> day of every month. If Customer begins service prior to or after the 15<sup>th</sup> of the month, the first month shall be prorated and subsequent months shall be billed at the Monthly Fee. Monthly Fees must be paid via credit card, except that prepayments of multiple months may be made by check. Service Provider may from time to time increase the Monthly Fee after the initial term.
12. Currency. All fees are payable in U.S. dollars. If checks are permitted in certain situations by this Agreement as a payment method, the checks must be drawn on a U.S. bank
13. Bounced Check Fee. If Customer's check bounces, Customer shall promptly pay the original amount due plus a \$35 bounced check fee for every bounced check.
14. Declined Credit Cards. If Customer's credit card is declined, Customer shall promptly pay the original amount due plus a \$35 declined card fee. Customer shall either pay with a different card or, if the declined card's credit status has been repaired, with the same card.
15. Permitted Mail and Packages. Service Provider will not accept any items exceeding 4.5 kg (10 lbs.) in weight, 46 cm (18") in any dimension, 0.03 cubic metres (1 cubic foot) in volume or if it contains any dangerous, live, or perishable goods and shall be entitled in its absolute discretion to returned uncollected items or refuse to accept any quantity of items it considers unreasonable or unlawful.
16. Use of Service. Customer warrants that it will not use any of the rights granted in this Agreement for any obscene, illegal, immoral or defamatory purposes and will not in any way bring Service Provider into disrepute. Customer will not in any way whatsoever use or combine Service Provider's trade name or legal name, in whole or in part, for the purpose of trading activities. Service Provider reserves the right to cooperate with any official investigating authority if required in relation to any allegations of impropriety against Customer.
17. Assignment. Customer may not assign or otherwise permit any other person or entity to use the Services Provided.
18. Late Charge. In the event that any payment required to be made by Customer is not made within five (5) days after the due date, Customer shall pay a late charge of five percent (5%) of the overdue amount as a service charge for handling late payments. The late charge is in addition to other remedies available to Service Provider provided elsewhere in this Agreement upon a default by Customer.
19. Default. It shall be an Event of Default hereunder if (i) Customer fails to pay the Setup Fee or Monthly Fee or make any other payment hereunder within seven (7) days after such payment becomes due, or (ii) Customer should default under any other provision of this Agreement and fail to cure such default within ten (10) days after receipt of written notice from Service Provider (or such longer period as may be reasonably required provided Customer is proceeding with all due diligence to cure said default). Upon an Event of Default, Service Provider may exercise any and all rights and remedies available at law and equity and, without limiting the foregoing, Service Provider may terminate this Agreement without being liable therefore or for damages. Upon any termination of this Agreement, whether by lapse of time or otherwise, Customer shall thereafter have no further right to use the Service Address as his business address and all rights to services hereunder shall end and Customer shall thereafter make no further use of the Service Address.
20. Failure to Perform Duty. Service Provider shall not be liable for any loss sustained as a result of any mechanical breakdown, strike, delay or failure of any staff member of Service Provider to perform his duties.
21. Attorney Fees. If Service Provider should employ an attorney to enforce any of the terms or provisions of this Agreement, including without limitation the collection of any fees, Customer agrees to pay all expenses incurred by Service Provider including court costs and reasonable legal fees.

- 22. Governing Law. This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Florida, County of Broward.
- 23. Severability. If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.
- 24. Binding Effect. The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, successors and permitted assigns of the parties hereto.
- 25. Descriptive Headings and Captions. The descriptive headings and captions used herein are for convenience of reference only and they are not intended to have any effect in determining the rights or obligations of the parties. Where there is a conflict between the captions and the text, the text shall prevail.
- 26. Non-Waiver. All waivers must be in writing and signed by the waiving party. Service Provider's failure to enforce any provision of this Agreement or its acceptance of any payments shall not be a waiver and shall not prevent Service Provider from enforcing any provision of this Agreement in the future. No receipt of money by Service Provider shall be deemed to waive any default by Customer or to extend, reinstate or continue the Term.

Terms of service: I have read and agree to the Terms of service

Signature \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_