

Mail services order form

Company name: _____
Contact name: _____
Address: _____

Telephone: _____
Mobile: _____
Email: _____

Please indicate how you would prefer us to correspond with you:

Letter Email

Can we correspond with you by text message?

Yes No

Please tick the services you require:

Mail holding

Mail forwarding

Duration:

3 months (£44.99 + VAT) £52.86

6 months (£75.00 + VAT) £88.13

9 months (£89.99 + VAT) £105.74

12 months (£101.88 + VAT) £119.71

Registered Office For Limited Company
(£29.99 + VAT) £34.48

Mail to be forwarded:

When arrives

Weekly Please state which day* _____

Fortnightly Please state which day* _____

Monthly Please state which date _____

** Thursday unless otherwise stated*

Please see price list for postage & handling costs

I agree that WestOne Business Services Limited will handle my mail as outlined above in accordance with the terms of conditions of service.

I enclose payment for the services as outlined above of £....., plus a deposit of £..... towards postage, packaging and handling costs. Total payment enclosed: £.....

Signed _____ Date _____

For office use:

Payment received: _____

Activated: _____