



PLEASE SEND US THE FOLLOWING TO SIGN UP!

1. Complete the **Coworking Virtual Program Agreement**

\_\_ (Provided here bellow) \_\_

2. Copy of **Drivers License**

3. Copy of **Passport**

4. **Tax ID Number**

Email to: [vgutierrez@rightspacemanagement.com](mailto:vgutierrez@rightspacemanagement.com)

or Mail to: 1001 Brickell Bay Drive, 27<sup>th</sup> Floor, Miami Florida 33131

### 1. CLIENT DETAILS

Full Name:	<input style="width: 100%;" type="text"/>		
Company:	<input style="width: 30%;" type="text"/>	Title:	<input style="width: 30%;" type="text"/>
Address:	<input style="width: 100%;" type="text"/>		
City / Town:	<input style="width: 100%;" type="text"/>		
County/ State:	<input style="width: 15%;" type="text"/>	Zip Code:	<input style="width: 15%;" type="text"/>
Country:	<input style="width: 100%;" type="text"/>		
		Telephone:	<input style="width: 30%;" type="text"/>
		Mobile/Cell:	<input style="width: 30%;" type="text"/>
		E-mail:	<input style="width: 30%;" type="text"/>
		Type of Business:	<input style="width: 30%;" type="text"/>

### 2. CENTER DETAILS

Address: 1001 Brickell Bay Drive      Suite: 2700      City / Town: Miami  
 County/ State: FL      Zip Code: 33131      Country: USA

### 3. PROGRAM DETAILS:

Start Date: <input style="width: 150px; height: 20px;" type="text"/> <small style="margin-left: 100px;">MM/DD/YYYY</small>	<b>Program Package (Select one):</b> <input type="radio"/> Elite Plus @ \$575/month <input type="radio"/> Elite @ \$375/month <input type="radio"/> Preferred @ \$225/month <input type="radio"/> Basic Plus @ \$119/month <input type="radio"/> Cost-effective @\$125/month <input type="radio"/> Basic @ \$75/month
Initial Term (Select one): <input type="radio"/> 3 months <input type="radio"/> 6 months <input type="radio"/> 9 months <input type="radio"/> 12 months Coworking Virtual Program to be paid (Select one): <input type="radio"/> Monthly in advance <input type="radio"/> Quarterly in advance	

### 4. TELEPHONE CALL HANDLING (If applicable):

Please answer my call in the following company name:

Then handle each call as follows (select one option):

Forward to telephone:   
 Forward to voice-mail:   
 Take a message and then:  
 Hold for collection    Forward by voice-mail  
 Forward by mail    Forward by phone\*  
 Forward by fax\*    Phone/Fax\*

### 5. MAIL AND FAX HANDLING

For **Mail** (select one)

I will call to collect my mail:  
 Daily       Weekly       Monthly

Please forward my mail via:  
 Fax        Courier       Mail

For **Faxes** (select one):

I will call to collect my mail:  
 Daily       Weekly       Monthly

Please forward my mail via:  
 Fax        Courier       Mail

### PREFERRED METHOD OF PAYMENT:

<input type="radio"/> Cash <input type="radio"/> Monthly account <input type="radio"/> Direct Debit (mandate to be completed) <input type="radio"/> Electronic Transfer (initiated by center)	<input type="radio"/> Check <input type="radio"/> Bankers Draft	<input type="radio"/> Credit Card: <input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> Master Card Card Type: <input type="checkbox"/> Corporate <input type="checkbox"/> Personal Card Issuer: <input style="width: 100%;" type="text"/> Card Number: <input style="width: 100%;" type="text"/> Expiry Date: <input style="width: 100%;" type="text"/>
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(Registration fee \$75.00 and Local Tax: 7%)

### INVOICE:

Address:	<input style="width: 100%;" type="text"/>		
County/ State:	<input style="width: 15%;" type="text"/>	Zip Code:	<input style="width: 15%;" type="text"/>
		City / Town:	<input style="width: 30%;" type="text"/>
		Country:	<input style="width: 30%;" type="text"/>

I hereby authorize Right Space Management, Inc. to debit my credit card for all sums arising out of this Agreement

Signature:		Date:
<input style="width: 150px; height: 20px;" type="text"/>		<input style="width: 150px; height: 20px;" type="text"/>
		<small>MM/DD/YYYY</small>



**IMPORTANT NOTES**

**1. Telephone Call Forwarding:**

Please contact local Center Manager for Call Forward charging details as some Centers may charge a fee for this service

**2. Mail and Fax Handling:**

Please note that any packages/deliveries not collected within two weeks could be subject to a storing fee. Please contact your local Center Manager for details.

**3. Payment Details:**

Registration Fee is one off charge paid upon registration. Retainer is paid at start of the Contract and irrespective of the payment method used, including credit cards. Local Taxes apply to the Program Fee.

**TERMS AND CONDITIONS**

- a) Right Space Management, Inc., located at 1001 Brickell Bay Drive Suite 2700, Miami, Florida 33131
- b) (“RIGHT SPACE MANAGEMENT, INC.”) that entitles the Client to use the address of Right Space Management, Inc. (the “Center”) specified in this Agreement as his/her business address subject to exemption in certain locations and not as his/her registered office address, and enables calls to a telephone number designated by RIGHT SPACE MANAGEMENT, INC. to be answered in the company name specified by the Client and mail and faxes to be received on the Client’s behalf. Calls, faxes, and mail will be handled according to instructions specified by the Client and the Client will be responsible for all resulting forwarding and service charges.
- c) The Agreement starts on the day notified to the Client and continues for the initial term specified in this Agreement and continues thereafter until terminated by either giving one month’s written notice to the other. Notices to terminate the Agreement must be in writing and delivered to an officer or authorized representative of the other party concerned or sent by registered mail to the Center or Client address as appropriate. Upon termination of the Agreement for whatever reason, it is the Client’s responsibility to notify all parties of the change of address. Subsequent mail sent to the Center will be returned to sender.
- d) All fees and charges are payable in U.S. dollars.
- e) The registration fee is one off-charge paid upon registration and is non-refundable. Business Identity Program fees are payable in advance on the first working day of each month or quarter as specified in the Agreement. Service charges will be raised at the end of each month according to the work undertaken during that month. The Retainer is payable before the start date and returned within 30 days of the termination of this Agreement subject to the deduction of fees owed. Furthermore, RIGHT SPACE MANAGEMENT, INC. may demand at any time a Retainer equal in value to the greater of either two months in Business Identity Program fees or the sum of all outstanding fees and charges owed by the Client irrespective of whether payment is due. All fees and charges are payable within 10 days of invoice. RIGHT SPACE MANAGEMENT, INC. reserves the right at any time to withhold any services provided under this Agreement (with or without notice) or to terminate the Agreement if fees are not paid by the end of the day they are due or the funds due from any Retainers have been cleared. Outstanding fees will incur 4% interest above the prevailing base rate. Fees may be varied at any time after the initial term on one month’s notice.
- f) RIGHT SPACE MANAGEMENT, INC. will not accept any items exceeding 4.5 kg (10 lbs.) in weight, 46 cm (18”) in any dimension, 0.03 cubic meters (1 cubic foot) in volume, or if it contains any dangerous, live or perishable goods and shall be entitled in its absolute discretion to return uncollected items or refuse to accept any quantity of items it considers unreasonable or unlawful. RIGHT SPACE MANAGEMENT, INC. does not guarantee or assume responsibility for any of the services hereunder.
- g) The Client 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 RIGHT SPACE MANAGEMENT, INC. into disrepute. The Client will not, in any way whatsoever use or combine the RIGHT SPACE MANAGEMENT, INC. name, in whole or in part, for the purpose of trading activities.
- h) RIGHT SPACE MANAGEMENT, INC. will not be liable for any loss sustained as a result of any mechanical breakdown, strike, delay or failure of any staff, manager or caretaker to perform their duties.
- i) This Agreement is interpreted and enforced in accordance with the laws of the state and country in which the Center is registered.

I understand that service charges may be incurred in relation to the provision of this Program which will be payable at the end of each month.

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_