



# Offer / Service contract

## Registered Agent Service – Virtual Office • Hot Desking

Offer for: \_\_\_\_\_

attn: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode/city: \_\_\_\_\_

Valid until: \_\_\_\_\_

# Choose your perfect package!

## 1. Select location:

ALBERT HALL – Albertgasse 35, 1080 Vienna

QUARTIER BELVEDERE CENTRAL – Am Belvedere 8, 1100 Vienna

EURO PLAZA – Am Europlatz 2, 1120 Vienna

PEAK VIENNA – Floridsdorfer Hauptstraße 1, 1210 Vienna

## 2. Select package and term:

\* all prices are monthly and exclusive of VAT.

	 Registered Agent Service	 Virtual Office	 Hot Desking	
3 months	169.00*	199.00*	299.00*	
12 months	159.00*	189.00*	279.00*	
24 months	139.00*	179.00*	269.00*	
	•	•	•	
	•	•	•	Prestigious business address
	•	•	•	Suitable for use in company register, fulfills tax and trade law requirements
	•	•	•	Serviced reception in your name
	•	•	•	Your logo shown in the reception area
	•	•	•	Incoming and outgoing mail processed, incl. courier service
		•	•	Local fax number
		•	•	Local telephone number
		•	•	Transferable telephone number*
		•	•	Incoming calls answered, call routing service
		•	•	Voice mail (digital answering machine)
		•	•	Call reports by telephone, e-mail or text message
		•	•	Telephone receptionist services*
		•	•	Connection to VoIP telephone system incl. hardware*
		•	•	iPhone and Android support*
		•	•	Cloud services   IT support*
			•	Access to CoWorking Office (weekdays 8 a.m. – 5 p.m.)

\* optional for an extra charge

# Service contract



between YOUR OFFICE – Managed Business Services GmbH1 / YOUR OFFICE QBC Service GmbH2

Location: ALBERT HALL – Albertgasse 35, 1080 Vienna1  
QUARTIER BELVEDERE CENTRAL – Am Belvedere 8, 1100 Vienna2  
EURO PLAZA – Am Europlatz 2, 1120 Vienna1  
PEAK VIENNA – Floridsdorfer Hauptstraße 1, 1210 Vienna1

and the company \_\_\_\_\_ (Customer)  
Customer's address: \_\_\_\_\_ (City and street)  
Represented by: \_\_\_\_\_ (First name, surname)

## Section 1 Subject matter of the contract Please tick the desired service (all prices are monthly and exclusive of VAT)

	<b>Registered Agent Service</b>	<b>Virtual Office</b>	<b>Hot Desking</b>
3 Monate	169.00*	199.00*	299.00*
12 Monate	159.00*	189.00*	279.00*
24 Monate	139.00*	179.00*	269.00*

## Section 2 Duration of contract

This service contract begins on \_\_\_\_\_ and is valid for the duration of the chosen contract term (as selected in Section 1). The service contract is automatically extended by the chosen term (as selected in Section 1) at the end of the contract term. However, the service contract can be terminated by the Customer (Client) at the end of the term, subject to a notice period of 3 months. The service contract can be terminated by the Contractor (YOUR OFFICE) at the end of each month, subject to a notice period of three months. The right to extraordinary termination for good cause remains unaffected by this.

## Section 3 Final provisions

- 3.1 The service fee is payable monthly in advance by the first of the month without deductions. Any additional services shall be invoiced separately to the Customer as ancillary costs and are due for payment without deduction 5 days from the invoice date. Service fee adjustments are made annually at the end of the year, based on the CPI 2020. The service fee is payable irrespective of actual use. The VIRTUAL OFFICE and HOT DESKING service packages include acceptance of 30 calls per month. Each additional call received will be charged at €1.17. The service hours are Mon – Fri from 8 a.m. – 5 p.m. (except 24 Dec., 31 Dec. and public holidays). A one-time set-up fee of € 150.00 (REGISTERED AGENT SERVICE) or € 250.00 (VIRTUAL OFFICE + HOT DESKING) will be charged to the Customer with the first payment. All prices are exclusive of statutory VAT.
- 3.2 Payments are made by authorising the collection of receivables by direct debit. I hereby revocably authorise you to debit the payments to be made by me on the due date from my account at:  
Bank: \_\_\_\_\_ IBAN: \_\_\_\_\_ BIC: \_\_\_\_\_  
Name of account holder: \_\_\_\_\_ by direct debit order.
- 3.3 A deposit in the amount of three times the gross service charge is due at the latest on the day the contract commences. The deposit shall be made by bank transfer. A claim to services only arises after the deposit has been received by YOUR OFFICE. The deposit shall cover all claims of YOUR OFFICE against the Customer, regardless of the legal grounds.
- 3.4 By signing the contract, the Customer expressly and unconditionally accepts the GTC shown on the homepage (www.youroffice.at).
- 3.5 The signing representative of the Customer assumes joint and several personal liability for all obligations of the company arising from the contract above.

Contractor: \_\_\_\_\_  
\_\_\_\_\_  
YOUR OFFICE

Customer: \_\_\_\_\_  
\_\_\_\_\_  
Company

Mag. Michael Graf (Managing Director)

Name & Function (in block letters)

Vienna, at \_\_\_\_\_