

A) The Office Quarters (“The OQ”) is a service operated by Layton M. Dodson, Inc. that entitles the Client to use the address of “The OQ” as specified in this Service Agreement as his/her business address subject to exception in certain locations and not as his/her registered office address, USPS mail will be handled according to instructions specified by the Client . The Client will be responsible for all resulting forwarding and administrative charges. This Service Agreement only applies to those persons named on the front sheet and “The OQ” is not under any obligation to provide the service to any other person and is not responsible for any USPS mail received for any others. Access to “The OQ” is available during normal hours of operation unless otherwise arranged. Additional fees apply.

B) Your Service Agreement lasts for the period stated in it. All periods run to the last day of the month in which they would otherwise expire. The fees on any renewal will be the market price notified by us. Your Service Agreement will renew under the same Terms of Business. Either “The OQ” or Client can terminate this Service Agreement at the end date stated in it, or at the end of any extension or renewal period, by giving written notice to the other. Notices to terminate the Service Agreement must be in writing and delivered to an authorized representative of the other party concerned or sent by certified mail to the Center or Client address as appropriate.

Upon termination of the Service Agreement for whatever reason, it is the Client’s responsibility to notify all parties of the change of address. Otherwise, USPS mail sent to “The OQ” will be stamped "RETURN TO SENDER ACCOUNT CLOSED".

C) We will increase your current standard service fee on each and any annual anniversary of the start date of your agreement by 6% or the CPI, whichever is greater, or such other broadly equivalent index which we substitute, over the previous year. Annual Indexation does not apply to service renewals.

D) All fees and charges are payable in the currency nominated by the Center.

E) The set-up fee is a one-time, non-recurring charge paid upon registration and is non-refundable. All fees and charges are payable by the first of the preceding month. Service charges will be raised at the end of each month according to the work undertaken during that month. The Security Deposit is payable before the start date and returned upon termination of your Service Agreement as soon as you have settled your account with us. Furthermore “The OQ” may demand at any time a Security Deposit equal in value to the greater of either two (2) months “The OQ” Address Package fees or the sum of all outstanding fees and charges owed by the Client irrespective of whether payment is due. “The OQ” reserves the right at any time to withhold any services provided under this Service Agreement (with or without notice) or to terminate the Service Agreement if fees are not paid by the end of the day they are due or the funds due from any retainers have not been cleared. If Client does not pay fees when due, “The OQ” retains the right to charge a 10% late payment fee and interest at the rate of 2% per month on the amounts outstanding but in no event greater than the rate permitted by law.

F) “The OQ” will not accept any items exceeding 4.5 kg (10 lbs.) in weight, 46 cm (18”) in any dimensions, 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 returned uncollected items or refuse to accept any quantity of items it considers unreasonable or unlawful. “The OQ” 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 Service Agreement for any obscene, illegal, immoral or defamatory purposes and will not in any way bring "The OQ" into disrepute. The Client will not in any way whatsoever use or combine "The OQ" name, in whole or in part, for the purpose of trading activities.
"The OQ" reserves the right to cooperate with any official investigating authority if required in relation to any allegations of improperly against a Client.

H) We may put an end to your Service Agreement immediately by giving you notice if:

- you become insolvent, go into liquidation or become unable to pay your debts as they fall due.
- you are in breach of one of your obligations which cannot be put right or which we have given you notice to put you right and which you have failed to put right within seven days of that notice, or
- your conduct, or that of someone at the business center with your permission or at your invitation, is illegal, fraudulent, defamatory, or incompatible with ordinary office use

I) If we put an end to the Service Agreement for any of these reasons it does not put an end to any then outstanding obligations you may have and you must:

- pay for additional services you have used, and
- pay the standard fee for the remainder of the period for which your agreement would have lasted had we not ended it, or (if longer) for a further period of three months, and indemnify us against all costs and losses we incur as a result of the termination.

J) "The OQ" 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.

K) Pay per Use basis Meeting Space/ Private Day Office use: minimum 1-hour increment, thereafter 15-minute increments; during business hours Monday–Friday 8:30am–5:00pm excludes holidays. 24-hour advance cancellation notice applies to all Meeting Space/Private Day Office reservations.

Monthly Allowance Meeting Space/ Private Day Office use: minimum 1-hour increment, thereafter 15-minute increments; during business hours Monday–Friday 8:30am– 5:00pm excludes holidays; must be used by the last working day in the calendar month; cannot be carried over to another month. 24-hour advance cancellation notice applies to all Meeting Space/Private Day Office reservations.

This Service Agreement is interpreted and enforced in accordance with the laws of the state and country in which the center is registered.

Signature of Authorized Representative: _____

Print Name: _____ Date: _____