



Service Agreement

Contact Information

Contact name: _____
 Address: _____ City: _____ State _____ Zip: _____
 Email address: _____ Phone: _____ Cell: _____

Business Information

Name: _____
 Description: _____

Services

Mail Box only:	\$55.00	<input type="checkbox"/>	Mail forwarding ~:	\$ 7.00	<input type="checkbox"/>
Telephone Answering Package*:	\$ 95.00	<input type="checkbox"/>	Evening access card:	\$15.00	<input type="checkbox"/>
Virtual Office:	\$175.00	<input type="checkbox"/>	Additional phone line:	\$25.00	<input type="checkbox"/>
Executive Office*:	\$279.00	<input type="checkbox"/>	Telephone Set-up Fee*:	\$149.99	
One-time set-up fee:	\$100.00	<input type="checkbox"/>			

Total Initial Charges due at signing: \$ _____

Telephone to be answered as: _____

Monthly Charge: _____ Service Start Date: _____

Payment Information

BLE accepts the following payment options: Visa, MasterCard or American Express or PayPal direct debit

I would like my monthly bill to be charged on my Credit Card

Credit card #: _____ Exp. Date: _____

Member Signature: _____ BLE Signature _____

~per occurrence + postage *One time set-up fee \$149.99 includes programming of telephone line and voice mail. Calls over 100 per month are \$.039 each. Long distance calls are billed at cost. Administrative and other support services are available on an as need basis. All virtual office packages are 90 day minimum initial terms then month to month. Conference rooms are billed in one (1) hour increments. No minimum reservation required for monthly members. Non-members a (4) four hour minimum reservation is required. 24 hour notice is required for any cancelled or rescheduled reservation or 1 hour will be charged to your account. – Prices subject to change without notice.