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VIRTUAL OFFICE LICENSE AGREEMENT

THIS IS A FORMAL AGREEMENT ON WORKSPACE TERMS AND CONDITIONS.
THIS IS NOT A LEASE OR DEED OR CAN NOT BE USED AS LEASE AGREEMENT.

Client (Business) Name: _____

Designated Contact Person _____

Contact Person Email _____

Contact Person Phone _____

Contact Mailing Address _____

Describe Client Business (Client to describe about its nature of Business that it is planning to conduct at the Virtual Office in connection with this Agreement (in approx 200 words)

Optional Telecom Packages ☐ Local Tel No. with Call Forward and Vmail ☐ Live Receptionist

Optional Signage Package ☐ Outdoor LED Display ☐ Indoor LED Display
☐ Professional License Display

Send My Mail to Me: ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Pick-up

Send By: ☐ FedEx Acct No: _____ ☐ US Mail

Send To: ☐ Billing Address ☐ Other: _____

VIRTUAL OFFICE TERMS OF SERVICE AGREEMENT

Welcome to WorkSpace225! This agreement (the “Agreement”) describes the terms on which Glenn Dorsey, Inc. d.b.a. WorkSpace225 offers you Co-Working, Office and Meeting Room rental and Virtual Office services within WorkSpace225 (the “Facility”) at 225 N Pace Blvd, Pensacola, FL 32505-7915 (the “Building”). This offer is conditioned on your agreement to all of the terms and conditions contained in the Virtual Office Terms of Service, including the policies and terms linked to or otherwise referenced in this Agreement.

By signing this Agreement or selecting “accept” on the website and purchasing a virtual office package (a “Virtual Office Package”), you agree to and accept this Agreement. If you do not so agree, you should decline this Agreement by not signing or otherwise completing any fields or making any payment, in which case you are prohibited from purchasing a Virtual Office Package.

THE NATURE OF THE AGREEMENT

Client is interested in getting a Virtual Office Services (hereinafter referred to as the Services) from WorkSpace225 at its Building. The whole of the Premise remains the property of WorkSpace225 and remains in the WorkSpace225’s possession and control. Client acknowledges that this Agreement creates NO tenancy interest, leasehold or other real property interest in Client’s favor with respect to the virtual office program. This Agreement is personal to Client and cannot be transferred to anyone else. WorkSpace225 may transfer the benefit of this Agreement and its obligations under it at any time.

TERM

Your Virtual Office Package will commence on the date of your purchase and will continue for no less than six months or the initial term set forth on Page 1, whichever is longer, until terminated by either you or WorkSpace225 upon written notice to the other party received one month prior to the expiration of the initial term, or by WorkSpace225 in the event of your Default (as defined below). Upon the expiration of the initial term of this agreement, unless otherwise terminated by either party, this agreement shall automatically renew on a perpetual month-to-month basis. The period beginning the date this Agreement commences until the termination by either party as described above shall be referred to as the “Term”. For the purposes of this Agreement, written notice received by WorkSpace225 from you after the first day of the Month will be considered received on the first of the next month.

ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF USE.

The Services are offered to Client conditioned on acceptance without modification, of the terms and conditions, contained in this Agreement. Client’s use of the Service constitutes its agreement to the terms and conditions stated in this Agreement. Each person that uses the Service, or enters into a contract, in writing or online, on behalf of its employer or other third party, represents that such person is authorized to accept these terms on its employer's or on third party's behalf. Unless explicitly stated otherwise, the Terms of Service will govern the use of any new features that augment or enhance the current Services, including the release of new resources and services. In the case of any violation of these terms, WorkSpace225 reserves the right to cancel Services to Client immediately and seek all remedies available by law and in equity for such violations.

SUBSCRIPTION FEES

Subscription fees are payable in advance. Any dues in the subscription fees will cause the termination of the Services on the expiration date set forth at the time of signup or payment.

CONTRACTS SIGNED AFTER THE 1ST OF THE MONTH

In the event any contract is entered into on any day other than the first day of the calendar month, then the initial term shall be extended as if the contract were signed no the 1st of the next calendar month. For example, (i) if a contract commenced on (i) March 5 on a month-to-month basis, the initial term (and therefor the earliest date to terminate the agreement) would end on April 30; or (ii) on June 15 on for a one-year Term, the initial term (and the earliest date to terminate the agreement)

would end on July 30 the next calendar year. Client is required to pay a fee for the first full month up front, and during the second month, the fee shall be pro-rated to reflect the days used during the first month.

SERVICE RETAINER / DEPOSIT AMOUNT

The Client will be required to pay a service retainer/deposit fees equivalent to one months of the monthly fee upon entering into this Agreement if it wishes to use Call forwarding and Mail handling features. This amount will be kept separately from Subscription fees. Client has to replenish the deposit when it reaches the minimum level. When Client terminates the Service, WorkSpace225 will refund the balance of Deposit Amount to the Client.

REFUND POLICY

Plans bought without Free Trial are eligible for a full-refund within 3 days of purchase. WorkSpace225 Plans bought after the Free Trial, are not eligible for a refund. Any subscription renewal payment is not eligible for refund. For latest information on refund, please refer to our “Refund Policy” link on bottom of our website.

VIRTUAL ADDRESS

The Client may also use the address for business correspondence. However, the Client is not permitted to use the Virtual Address as their registered office address without getting a prior written permission from WorkSpace225. Client may use the Virtual Address for obtaining License from Local Authority only after getting a written permission from WorkSpace225.

SERVICES

Subject to the terms and conditions of this Agreement, during the Term, WorkSpace225 will grant to you a license for the non-exclusive use of the following services (the “Services”), as applicable:

- the Services described in Exhibit A for the Virtual Office Package you have selected;
- a furnished and decorated reception room, with in person receptionist between the hours of 8:30am to 5:00pm on business days whose duties shall include, among other things, greeting and announcing your guests, and receiving mail, messenger and other deliveries;
- Wi-Fi high speed Internet access within the Facility;
- postage meter usage and copy machine usage, subject to additional charges;
- HVAC on non-holiday business days during the hours of 9am and 6pm.

CONFERENCE ROOM AND WORKSPACE RESERVATION POLICY

WorkSpace225’ conference rooms and workspaces (work carrels, workstations & private offices) are available for your use on a first-come-first-served basis. Conference rooms are available in 30 minute intervals, starting on each hour and half hour. The minimum rental period for a workspace is a half-day (8:30 A.M. to 12:30 PM and 1:00 PM to 5:30 PM). These are the smallest units that your account will be charged for such services.

In the Member Area of the WorkSpace225 website, you will find WorkSpace225’s Reservation Calendar where you will need to make your conference room and workspace reservations. On the Reservation Calendar Homepage, you will also find instructions on how to use the calendar.

Conference room and workspace reservations will be charged to your account based on the Virtual Office Package you selected and at the rate identified in the current Virtual Office Terms and Conditions Agreement.

Making and canceling conference room and workspace reservations is your responsibility. WorkSpace225 Reception is not permitted to make reservations on your behalf, but all cancellations must be made through WorkSpace225 Reception.

If you do not cancel a reservation within forty eight hours, you will be responsible for the cost of the entire reservation. For example, if your reservation is for Friday at 10:00 A.M., if you cancel prior to Wednesday at 10:00 A.M., then your account will not be charged for the reservation, but if you cancel after this time, your account will be charged for the entire reservation.

Because your reservation makes the space unavailable for other WorkSpace225 Members, you are responsible for conference room workspace charges whether you use the space or not, and whether or not it is ultimately used by another Member.

Further, with respect to your reservations, your account will be charged for the greater of (i) your entire reservation, regardless of whether you leave early, or your visitors show up late (or not at all), or (ii) actual usage (if your usage goes beyond the reservation time and the room or workspace is available for a longer period of time), with a minimum additional charge starting with the smallest billing unit for the space used.

All conference room and workspace reservations must be canceled (notice received by Reception during its normal business hours) one business day prior to the reservation time. Notices sent to Reception after hours will be considered received at 9:00 A.M. on the next business day.

Your use of the conference rooms is further subject to the Operating Standards included as part of this Agreement.

CHANGES TO VIRTUAL OFFICE PACKAGE PLAN

You may change your Virtual Office Package to a different package at the the end of your initial term prior to any automatic renewal. If you decide to change your Virtual Office Package, you may do so by providing WorkSpace225 one month's advance written notice of such change.

SIGNAGE

You shall be permitted to have your business name included on any directory signage that the landlord of the Building permits WorkSpace225 to maintain within the Facility and Building common areas for an additional fee of \$25/month. There will be a one-time set-up charge of \$250. Any changes made to signage required to be made at your request shall cost an additional \$250 for each such change.

USE AND ACCESS

You shall only be permitted to use the Services for general office use incident to the operation of a professional practice and for no other purpose, and your use of the Services shall be in strict accordance with the Operating Standards and Conference Room & Day Workspace Policy, which are annexed hereto as Schedule A and Schedule B, respectively, are incorporated by reference in, and form an integral part of, this Agreement. You shall also require your employees, guests, business partners and affiliates to abide by the Operating Standards.

In the even that you require access to the Facility after reception hours, you will need to make arrangements with WorkSpace225 reception in advance of your visit.

You will not offer at the Facility any services which WorkSpace225 provides to its clients. You will not make, nor permit to be made, any use of the Facility or Building that would violate any of the terms of this Agreement or violate any law, rule or regulation, or that is dangerous to life, limb or property or that, in the sole discretion of WorkSpace225, in any way impairs or interferes with either the character, reputation or appearance of the Building or the Facility or other clients use and enjoyment of the Facility. The foregoing will also apply to your guests, business partners, employees and affiliates.

After your use of the Facility, you shall restore the Facility, including any and all furniture, fixtures and equipment provided by WorkSpace225. You will be responsible for the cost of damage caused by you, your guests or staff to the Facility or Building.

REGISTRATION

You must establish an Account with WorkSpace225 to use the Services. You agree to provide accurate, current and complete information about yourself as prompted by the registration form ("Registration Data") and to use the account management tools provided to keep your Registration Data accurate, current and complete.

You may establish an Account with Registration Data provided to WorkSpace225 by a third party who provides a gateway to our Services through the use of an API, in which case you may have a separate, additional account relationship with such

third party. This relationship in no way modifies, lessens or alters your obligations under this Agreement. You acknowledge that WorkSpace225 is not liable for the acts or omissions of such third parties, which are not the partner or representative of WorkSpace225 or endorsed or controlled by WorkSpace225.

BILLING & CREDIT CARD

For and during the Term of this Agreement, you will pay WorkSpace225 the monthly service fee for the Virtual Office Package you have selected. This fee will be billed automatically each month to the credit card you used during your initial purchase. On or about the first business day of each calendar month in the term, you will also pay to WorkSpace225 the cost of any variable items, such as postage and shipping charges for mail forwarding and conference room usage and you hereby agree to pay such charges. The current rates for all services are set forth in Exhibit A. You will be required to maintain a valid credit card on file with WorkSpace225, which you hereby and thereby authorize WorkSpace225 to charge for payment of these variable services. Such credit card shall be set forth on the signature page of this Agreement.

If any payment or other charge due under this Agreement is not received by you within 5 days after its due date, you will also pay, in addition such charges, a late fee equal to \$45 for each missed payment.

In the event that that you pay any charges by check and your check is returned for any reason, you will pay an additional charge of \$35 per returned check.

ADDITIONAL SERVICES

In addition to the Services, WorkSpace225 will make available to you additional services that WorkSpace225 may make generally available to other Virtual Office clients. The charges for these additional services will be provided to you in advance of any Services being rendered.

If we provide Services to you that involve third parties, WorkSpace225 will have the right to require you to pay, or to reimburse WorkSpace225 for, the fees and expenses of such third party in advance of such Services being rendered.

COPIER/SCANNER/FAX SERVICES

You will be permitted to use WorkSpace225' copy machine for routine copying, scanning and outgoing faxes. You will be assigned a code that you shall use for each copy machine usage.

INTERNET SERVICES

WorkSpace225 will make available to you WiFi Internet access (the "Internet System" and, collectively with the copier, the "System"). The Internet System is provided for normal Internet usage incident to running a small professional practice. You shall not be permitted to use the Internet System in any way that requires an abnormal use of bandwidth (for example, the operation of a Website server). WorkSpace225 reserves the right to disconnect your computer(s) (and that of your affiliates) from the Internet System if it believes that any such computer is interfering with other WorkSpace225 Member's use of the Internet System (i.e. as a result of viruses, Trojan horses, etc.).

OPTIONAL TELECOM SERVICES

Full VOIP telephone service includes a Polycom or similar IP telephone. Live Receptionist service includes 50 live answering minutes, 300 local and long distance minutes and one phone number, personalized live answering between 9 A.M. and 5 P.M. Central Time. All optional telecom services are subject to the terms and conditions located on www.lawfirmsuites.com/telecom_policy.pdf, which is incorporated herein by reference.

WAIVER AND RELEASE

You acknowledge that WorkSpace225 is not in the business of providing telecommunications or copy equipment or services and that the System is made available to you as a courtesy, and represents a substantial cost savings to you. WorkSpace225 presently maintains, and will continue to maintain, service contracts on the System.

WorkSpace225 will not be liable for, and you agree to waive and hereby releases WorkSpace225 from, any claim of business interruption or for any indirect, incidental, special, consequential exemplary or punitive damages arising out of any failure to furnish any Service or facility, any error or omission with respect thereto, or any delay or interruption of same.

WorkSpace225 provides the Services on an “As-Is” basis. Neither WorkSpace225 nor any of its agents, employees, officers or directors will be deemed to be making any representations or warranties, whether express or implied, as to the ability of any systems, including, without limitation, computer and electronic based equipment, the System, relating to the Building, Facility or Premises. WorkSpace225 liability under this Agreement will in no event exceed the amount paid by you for the Services from which the claim arose. The parties agree to the allocation of risk detailed herein.

This section will survive the expiration or earlier termination of this Agreement.

INDEMNITY/LIMITATION OF LIABILITY/DISCLAIMERS

You agree to indemnify and hold harmless WorkSpace225 from and against any loss, damage, injury, liability or expense to or of person or property occasioned by or resulting from any willful misconduct or grossly negligent act on your part, or on the part of your guests, employees, business partners or affiliates. WorkSpace225 will not be liable to you or to any other person on account of any loss, damage, injury, liability or expense to or of person or property.

The foregoing paragraph will survive the expiration or earlier termination of this Agreement.

WORKSPACE225 MARKETING SYSTEM

WorkSpace225’ mission is to create an environment where your efforts to grow your practice will be assisted by virtue of maintaining a Virtual Office Package and by participating in the Marketing System. WorkSpace225 will sponsor, host, or generally make available events, activities and processes (collectively, the “Marketing System”) that WorkSpace225 believes will assist clients in this endeavor. Decisions regarding the timing, frequency and selection of such events, activities and process will be in WorkSpace225’ sole and absolute discretion. Notwithstanding the foregoing, each individual’s success depends on a number of subjective qualities, including a client’s background, dedication, desire and motivation. As with any business endeavor, there is an inherent risk of loss of capital and WorkSpace225 cannot and will not guarantee that you will earn any revenues, retain any clients, receive referrals or grow your practice as a result of participating in the Virtual Office Program or in the Marketing System. WorkSpace225 hereby disclaims any warranty of merchantability, whether express or implied, relating to the Marketing System.

ASSIGNMENT; SUBLETTING; SUBLICENSING

You are not permitted to assign, sublicense or sublet this Agreement or the Services without WorkSpace225’ prior written consent, which consent may be withheld in WorkSpace225’ sole and absolute discretion. WorkSpace225 may assign its rights and its obligations under this Agreement in whole or in part without your consent. The Virtual Office Package shall be valid for one firm or corporate entity only. You will be required to purchase additional Virtual Office Packages for each additional business.

TERMINATION

On expiration or earlier termination of this Agreement, you will, without demand, promptly surrender any rights under this Agreement to the Facility or Services. If you vacate the Facility and leaves behind any property, whatsoever, such property will be deemed abandoned and may be disposed of by WorkSpace225 in any manner in which it deems fit, at your expense, and without liability.

HANDLING OF MAIL ON TERMINATION

Upon the termination of this Agreement (or suspension of services), WorkSpace225 will mark all of your mail “return to sender” and will deposit the same in a U.S. Postal Service collection receptacle with all other outgoing mail. WorkSpace225 will not accept any package delivery service from UPS, Federal Express or other courier service or process server, and to the

extent that WorkSpace225 does inadvertently accept such package, it will promptly notify such carrier to collect the package and return it to its sender. Unless arrangements are made in writing, WorkSpace225 will have no obligation to notify any person or entity of your new address.

DEFAULT AND REMEDIES

You will be in default (a “Default”) of this Agreement if you fail to fulfill any of the conditions, covenants or provisions of this Agreement, including but not limited to (i) payment of fees due under this Agreement within ten days of the date such charges become due and you fail to cure any of the foregoing events of default within five (5) days of receipt of written notice thereof from WorkSpace225, (ii) violation of the Operating Standards; or (iii) you become insolvent, makes an assignment for the benefit of creditors or files a voluntary petition, or has an involuntary petition filed against it, under any bankruptcy or insolvency law.

Upon your Default, WorkSpace225 may, at its sole discretion, immediately suspend all Services, and/or terminate this Agreement.

In connection with a Default of this Agreement, if WorkSpace225 incurs attorney’s fees and/or costs of collection or of ensuring performance, you will pay all such sums incurred by WorkSpace225 with interest (and such sums will be deemed to be owed by you in addition to any other fees owed by you), and if the Term has expired at the time of incurring such sums, such sums will be recoverable by the WorkSpace225 as damages.

CHANGES TO THIS AGREEMENT

This Agreement may be changed by WorkSpace225 effective immediately by notifying you as provided by the Section below; provided (i) that Material Changes will become effective thirty (30) days after such notification; and (ii) changes in any subscription prices will not take effect until after the expiration of the initial term for contracts for any contract with an initial term longer than month-to-month. By continuing to use the Virtual Office Package after the effective date of any such change, you agree to be bound by the Agreement as modified. A “Material Change” is a change to this Agreement that reduces your contractual rights or increases your responsibilities under this Agreement in a significant manner.

NOTICES

Any notice under this Agreement will be in writing and will be either delivered by hand, first class mail, electronic mail to your email address in WorkSpace225’ records, or by overnight courier to the party at the address set forth below. WorkSpace225 hereby designates its mailing address as:

WorkSpace225
Attn: Legal Department
225 N Pace Blvd, Suite 100
Pensacola, FL 32505-7915
Tel: 850-982-7653

You hereby designate your mailing address, as the Shipping Address you provided when you purchased your Virtual Office Package. If such mail is properly addressed and mailed as above, it will be deemed notice for all purposes, given when sent or delivered, even if returned as undelivered.

SEVERABILITY

The invalidity of any one or more of the sections, subsections, sentences, clauses or words contained in this Agreement or the application thereof to any particular set of circumstances, will not affect the validity of the remaining portions of this Agreement or of their valid application to any other set of circumstances, and any such invalid provision shall be automatically amended to the extent necessary to make it valid, enforceable and legal, provided that any such amendments shall most closely reflect the intent and purpose of the original provision. Regardless of whether or not either party has

elected to consult with legal counsel in reviewing this Agreement, it is the intent of the parties that in no event will the terms, conditions or provisions of this Agreement be construed against either party as the drafter of this Agreement.

CORPORATE USERS; EXECUTION BY THE PARTIES

If you are using the Services on behalf of a company, organization or other legal entity (collectively, "User Organization"), you represent and warrant that you are an employee of that User Organization or other person authorized to do so. The person entering into this Agreement warrants and represents: (i) that by entering into this Agreement, such person has complete and full authority to enter into this Agreement on behalf of the applicable party; and (ii) that such party will fully perform its obligations hereunder.

MISCELLANEOUS

Failure of a party to insist upon the strict performance of any term or condition of this Agreement or to exercise any right or remedy available for a breach thereof, or in the case of WorkSpace225' acceptance of full or partial payment during the continuance of any such breach, will not constitute a waiver of any such breach or any such term or condition. No term or condition of this Agreement required to be performed by a party and no breach thereof, will be waived, altered or modified, except by a written instrument executed by the other party.

This Agreement embodies the entire understanding between the parties relative to its subject matter, and will not be modified, changed or altered in any respect except in writing signed by all parties.

This Agreement is subject and subordinate to the Building landlord's lease governing the Facility, under which WorkSpace225 is bound as tenant (the "Main Lease") and the provisions of the Main Lease.

IN WITNESS WHEREOF, WorkSpace225 and Client have executed this Agreement as of the date set forth below.

CLIENT

Signature: _____

Printed Name: _____

Title: _____

Date: _____

WORKSPACE225

Signature: _____

Glenn Dorsey, Manager

Date: _____

SCHEDULE A - OPERATING STANDARDS

1. You and your guests will conduct yourselves in a businesslike manner; and the noise level will be kept to a level so as not to interfere with or annoy other parties using the Facility.
2. You shall not use the conference rooms for storage in any capacity and shall abide by all conference room rules of etiquette annexed hereto as **Schedule B**. Any items left behind by you in the Facility will be discarded.
3. You will not conduct any activity within the Facility or Building which in the sole judgment of WorkSpace225 will create excessive traffic or is inappropriate to a shared office environment. You will not prop open any corridor doors, exit doors or doors connecting corridors during or after business hours.
4. You may not conduct business in the corridors or any other areas except in the designated conference rooms without the written consent of WorkSpace225.
5. All corridors, halls, elevators and stairways may not be obstructed by you or used for any purpose other than normal egress and ingress.
6. No advertisement, identifying signs or other notices will be inscribed, painted or affixed on any part of the corridors, doors, windows or public areas.
7. You will not knowingly solicit clients of WorkSpace225, its affiliates or its employees for the purpose of performing services that are performed by WorkSpace225, its affiliates or its employees, without first obtaining WorkSpace225 prior written consent. WorkSpace225 will not knowingly solicit you clients for the purpose of performing services that are performed by you.
8. Immediately following your use of conference room space, kitchen and/or audio/visual equipment, **you will clean up and return the space and equipment to the state and condition it was in prior to your use**. If you do not return the conference space, kitchen and equipment to the condition it was in prior to its use, WorkSpace225 will charge you a \$50 cleaning fee, plus fees for any other any expenses required to restore the conference space and/or equipment to its original condition. Advance arrangements can be made for cleaning for a fee of \$35.
9. You shall reserve conference room usage in advance with WorkSpace225' reception. You shall not use the conference rooms for storage in any capacity. There is a forty-eight hour cancellation policy on conference room reservations. You will be billed for all conference room time not cancelled within forty-eight hours.
10. You will not in the Facility, without WorkSpace225' prior written consent, store or operate any computer server or any other large business machines, copier and postage equipment, heating equipment, stove, speaker phones, or mechanical amplification equipment (other than small appliances that are customarily used in the practice of law), refrigerator or coffee equipment, or conduct a mechanical business, do any cooking, or use or allow to be used in the Facility oil, burning fluids, gasoline, kerosene for heating, warming or lighting. No article deemed extra hazardous on account of fire or any explosives will be brought into said Facility. No offensive gases, odors or liquids will be permitted.
11. You may not bring animals into the Facility except for those assisting disabled individuals.
12. You will not remove furniture, fixtures or decorative items from offices or common areas without the prior written consent of WorkSpace225.
13. You will not smoke nor allow smoking in any area of the Facility or Building and will comply with all governmental regulations and ordinances concerning smoking.

14. As a general rule and to the extent reasonably practicable, you will not allow more than four visitors to be waiting in the reception lobby of the Facility at any one time. WorkSpace225 expects that, at times, you may have meetings that will involve more than four people. WorkSpace225 requires that you promptly move your guests to a conference room where your meeting will take place to minimize disruption to other clients.
15. You will cooperate and be courteous with all other occupants of the Facility and WorkSpace225' staff and personnel, that those of the Building.
16. You shall make no alterations to the Facility.
17. Any equipment desired to be used and or installed by you, other than those machines ordinarily used for regular office purposes (i.e. personal computers, personal printers, calculators, adding machines, etc.) will be subject to the WorkSpace225' prior written consent to any such use or installation. The use of an Internet hub or router is strictly prohibited.
18. Your use of Internet routers and hubs is strictly prohibited within the Facility. Should require the use of an Internet hub or router for any reason, arrangements must be made with WorkSpace225 Reception to have the same installed by WorkSpace225 ISP vendor at your expense. The cost will be approximately \$100. WorkSpace225 may not permit the use of, or may disable, Internet routers in its sole discretion. You will be responsible for all cost incurred by WorkSpace225 in connection with diagnosing any disruption in WorkSpace225' communications systems caused by your unauthorized installation of an internet router or hub.
19. The Landlord requires you to carry at all times a security pass to be used upon entering the Building. Building passes are available through the Building's security desk one day per week. There is a \$50 charge for each Building security pass, and a \$50 charge to replace such pass if it is lost. All security badges issued under your account must be immediately returned to WorkSpace225 upon the termination of this Agreement. You hereby agree that your account will be billed \$50 for each security card issued under your account that is unreturned within five (5) business days of the termination of this Agreement, and you hereby authorize WorkSpace225 to charge the credit card you are required to maintain on file under the terms of this Agreement.
20. No firearms are allowed on the property or in the building.
21. No trailers or overnight parking allowed. Vehicles must be parked in designated parking spaces.
21. WorkSpace225 reserves the right, without prior notice, to modify any of the foregoing and to make such other reasonable rules and regulations as in its sole discretion may from time to time be needed for the safety, care, appropriate operation and cleanliness of the Facility.

SCHEDULE B - CONFERENCE ROOM AND DAY WORKSPACE POLICY

Leave conference rooms and day offices cleaner than the way you found it.

No one wants to clean someone else's mess. Clean up after yourself and your guests. If you cannot clean up after yourself, tell the Receptionist and a Workspace225 staff member will do it for you. A fee of \$50 will be charged on your next invoice. If you leave a mess and don't arrange for clean-up, you will be billed \$75 on your next invoice.

Reserve enough time for your meetings.

If your meeting runs long and conflicts with someone else's reservation, you will be asked to leave the conference room.

Don't "Jump In" an Empty Conference Room Without a Reservation—EVER!!

Make a reservation, or you will be charged a \$100 fee and also asked to leave.

Conference rooms are not to be used as your second office.

Conference rooms are to be used for client and staff meetings only, not for individual use to work. We are happy to rent you a day workspace, which generally cost less.

Cancel your reservation within forty-eight hours. Show up on time.

There is a forty-eight hour cancellation policy for all conference room and day workspace reservations. Failure to cancel your reservation forty-eight hours prior to the day of your reservation will result in you being charged for the entire reservation.

If you reserve a conference room or day workspace and fail to show up within 30 minutes of a reservation, or if you vacate a conference room for more than 30 minutes without first notifying Reception of your intention to return, Workspace225 reserves the right to release the conference room or day workspace to other clients.

Book your conference room or day workspace early.

As soon as you schedule a meeting, book your reservation. Reservations are readily available if you book them a few days in advance. Wait until the day of your meeting and you may find yourself booked out of space.

If there is an issue with someone else conflicting with your reservation, see the Workspace225 receptionist and we will handle the situation.

Don't handle this yourself. Let us be the bad guy—we're OK with it.

SCHEDULE C - VIRTUAL OFFICE PACKAGES & SERVICES PRICING

	VIRTUAL OFFICE	DEDICATED DESK	PRIVATE SUITE
5 hours Conference Room usage/month*			
4 hours Conference Room usage/month*			
2 hours Conference Room usage/month*		√	
4 days workspace usage/month*			
5 days workspace usage/month*			
Collection of all mail and deliveries	√	√	√
Mail forwarding to an address of your choice (shipping & handling charges apply)	√	√	√
Daily email digests listing the sender and date received of every piece of mail your firm receives			√
Daily scans of every piece of mail your firm receives			√
Use of Conference Rooms (hourly rates may apply)	√	√	√
Use of Workspaces & Offices (\$35 & up)	√	√	√
Opt into LFS Telephone System (\$127/month)	√	√	√
Access to all LFS Events and Activities	√	√	√

Other Charges:

*Unused Conference Room Time shall not be carried over month to month.

CONFERENCE ROOM MEMBER RATES

Price

Conference Room 1 <i>10 Person Seating, Dual 65" SmartTv, Bluetooth Conference Speaker, White Board</i>	\$50/hour; \$150/half-day; \$250/day
Conference Room 2 (Deposition Room) <i>6 Person Seating, 65" SmartTv, Bluetooth Conference Speaker, White Board</i>	\$35/hour; \$10/half-day; \$250/day
WorkSpace Meeting Area <i>16 Person Seating; Dual 50" SmartTv</i>	\$50/hour; \$150/half-day; \$250/day
Additional Monthly Conference Room Credit Bundle*	
5 Hours	20% discount
10 Hours	35% discount
20 Hours	50% discount

COPIER SERVICES

Fax – Incoming Outgoing	Free \$0.25 page
Scan - Self-Service Assistant	\$0.10 \$0.20 page
Photocopies B&W - Self-Service Assistant	\$0.15 \$0.25 page
Photocopies Color - Self-Service Assistant	\$0.85 \$1.15 page

FACILITY SERVICES

Dumpster Use	\$300+/per container
Overnight Vehicle / Trailer Parking	\$30/day
Administrative Assistant	\$35/hr
Outdoor LED Sign Advertisement	\$100/setup + \$50/mo
Indoor LED Display Advertisement	\$50/setup + \$25/mo
Professional License Interior Display	\$20/mo

MAIL & DELIVERY SERVICES

Mail Forwarding Service: Weekly	\$25/mo + postage
Mail Forwarding Service: Semi-Monthly 1 st -15 th	\$15/mo + postage
Mail Forwarding Service: Monthly 30 th	\$10/mo + postage
Mail Open & Scan Service: Weekly	\$20/mo
Mail Open & Scan Service: Semi-Monthly 1 st -15 th	\$15/mo
Mail Open & Scan Service: Monthly 30 th	\$10/mo
Document Drop Off Service / Small Package Handling	\$35/mo

TELEPHONE SERVICES

RingCentral Telephone Bundle/Per User	\$75/month + \$100 setup fee
Live Reception Services	\$150/month + \$150 setup fee
Local Phone Number Call Forwarding Service and Voicemail	\$45/month + \$35 setup fee

TEMPORARY WORKSPACE (UPON AVAILABILITY)

WorkSpace Day Pass / Workstation Rental
Private Office Rental

\$20/hr | \$35/half-day | \$65/day
\$125/half-day | \$200/day

MEMBER BILLING SERVICES

Late Payment Fee	\$45 + 18% interest
Returned Payment Fee	\$50 + late fees
Conference Room Deposit	\$50
Private Suite Deposit /Member	\$200
Dedicated Desk /Member	\$50
Access Card Fee	\$25
Cleaning Fee Penalty	\$35/room

ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE AS POSTED ONLINE AT [WORKSPACE.COM/RATESHEET](https://workspace.com/ratesheet)

*Conference Room Credits Valid for 30 Days, Half Day 8am – 12:30pm or 1pm to 5:30pm

SCHEDULE D - ACCOUNT ESTABLISHMENT AND PAYMENT FORM

By completing this form and executing this agreement, you agree that Glenn Dorsey, Inc DBA WorkSpace225. shall be permitted to deduct outstanding fees for due under this Agreement from the following credit card.

MEMBERSHIP PROGRAM ☐ Virtual Office ☐ Daily User ☐ Dedicated Monthly Member

Client (Business) Name: _____

Designated Contact Person _____

Contact Person Email _____

Contact Person Phone _____

Contact Mailing Address _____

Name on Credit Card: _____

Billing Address: _____

Credit Card Number _____

Expiration Date _____ **CVS** _____

Billing Receipt Email _____