

Application form for secretarial services

Company name:	
Place and date of registration:	
Location of the secretarial services:	
I. Postal address: <input type="checkbox"/> The postal address provided: House number: Floor, number: Street name: Town/City: Postal code: Country: P.O. Box: Special instructions for the forwarding of messages: <input type="checkbox"/> Forward by post to the following address: House number: Floor, number: Street name: Town/City: Postal code: Country: <input type="checkbox"/> Open mail and send by fax to the following number: <input type="checkbox"/> Open mail and send scanned pages to the following e-mail address: <input type="checkbox"/> Destroy <input type="checkbox"/> Other: How often:	
II. Telephone number: <input type="checkbox"/> The telephone number provided:..... <input type="checkbox"/> dedicated line <input type="checkbox"/> shared line Special instructions for the forwarding of telephone messages: <input type="checkbox"/> Divert <input type="checkbox"/> Forward Telephone number:.....	
III. Fax number: <input type="checkbox"/> The fax number provided:..... <input type="checkbox"/> dedicated line <input type="checkbox"/> shared line Special instructions for the forwarding of fax messages: <input type="checkbox"/> Divert <input type="checkbox"/> Forward Fax number:	
IV. E-mail address: <input type="checkbox"/> The e-mail address provided:..... Special instructions for the forwarding of e-mail messages: <input type="checkbox"/> Divert <input type="checkbox"/> Forward E-mail :	
Time period for which the service is required: 1/2 year <input type="checkbox"/> 1 year <input type="checkbox"/>	
Contact person:	
Foreign languages spoken by the contact person:	
Telephone number and e-mail address of contact person:	
I the undersigned, as the representative of the customer designated above, hereby order the services appointed in the present order form. I confirm that, at the time of signing, I am fully aware of the general business conditions laid down in the accompanying letter and that I have read and accept the details contained therein.	
Date:	Signature:.....

General business conditions of the tel/fax/mail forwarding services

1. The tel/fax/mail forwarding services detailed in the order sheet are provided by Laveco Ltd.-Belize, as the main contractor, hereinafter referred to as the Main Contractor.
2. The Main Contractor is entitled to use the services of various companies, hereinafter referred to as the Sub-Contractors, in any country of the world, for the purpose of providing the above services.
3. The Main Contractor assigns a prominent role among the sub-contractors to LAVECO Kft. LAVECO LTD is entitled to provide information on the services rendered to the clients by the Main Contractor, to take orders, to forward the confirmation of such orders to the clients and to collect the consideration payable for the services for the Main Contractor.
4. Within the framework of the tel/fax/mail forwarding services, the Main Contractor and the Sub-Contractors will receive the consignments and messages sent to the client, and will forward them to the person indicated by the client in the order sheet, or to the address specified therein.
5. The messages and consignments will be forwarded in the same way as they are received, unless otherwise specified by the client.
6. The mail letter consignments and facsimile transmissions received on behalf of the client will be kept by the Main Contractor and the Sub-Contractors until forwarded, for the duration of the service. The fact of the forwarding of messages and consignments will be stated, and documented in writing by the Contractor as far as possible.
7. The consignments and messages received on behalf of the client will be kept by the Main Contractor and the Sub-Contractors for a maximum period of 6 months following the period of the service.
8. The Main Contractor and the Sub-Contractors will handle the details of the client and the contents of the client's messages and consignments in a confidential manner, and will only disclose information thereon to third parties at the client's request.
9. The client hereby accepts that the address, telephone and facsimile numbers provided for it/him/her are simultaneously used by other clients within the framework of the secretarial services.
10. The client is entitled to indicate the address, telephone and facsimile numbers provided by the Main Contractor in its/his/her documents and business cards for the purpose of attaining its/his/her business objectives. The client is not entitled to use the address, telephone and facsimile numbers so provided in advertisements and commercials.
11. The client hereby accepts that the postal address provided by the Main Contractor does not mean that the company represented by it/him/her has premises recognised by the legal rules of the given country at the given address.
12. The contract between the client and the Main Contractor comes into being with the confirmation. If the Main Contractor forwards its invoice to the client, it is to be regarded as confirmation.
13. The Main Contractor will provide the tel/fax/mail forwarding services as of the day on which the client paid the consideration payable for the services in cash or on which the consideration was credited by the bank to the account of the Main Contractor.
14. The client hereby accepts that the Main Contractor is entitled to require a deposit in order to cover the costs of forwarding. The minimum amount of the deposit is USD 100 in the case of the provision of a postal address, and USD 200 in the case of the provision of an address and telephone and facsimile numbers. The amount of the deposit, if not used, or the remaining part thereof, will be returned by the Main Contractor to the client upon the completion of the contract. If the contract is extended, the amount of the deposit will be taken into account with regard to such extension, in such a way that if the minimum amount falls under USD 40, the client is obliged to replenish the deposit at least up to the minimum amount. If the client fails to meet the obligation of replenishment, the Main Contractor is entitled to suspend the provision of the tel/fax/mail forwarding services until the client replenishes the deposit.
15. The costs incurred through the forwarding of consignments and messages will be established by the Main Contractor, on the basis of special fees, the Main Contractor will inform the client thereof upon signature of the contract, and the client will reimburse such costs. The Main Contractor is entitled to alter the fees related to the forwarding of messages and consignments. The Main Contractor is obliged to inform the client of the fees so altered within the shortest possible period of time. The fees related to the forwarding of messages and consignments will be invoiced by the Main Contractor to the client.
16. The client may not sub-let the address, telephone and facsimile numbers provided for it/him/her.

The term of the contract relating to the tel/fax/mail forwarding services is indicated in the order sheet, and may extend for a period of six months or one year. During this definite period of time, the contract may only be terminated by the parties on the basis of their mutual agreement.