

# Main Street Office Suites

## Terms and Condition

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We reserve the right, from time to time, to change these conditions at our discretion without notice to you. Your access to and use of Main Street Office Suites is conditioned upon your acceptance of and compliance with these terms. These terms apply to all clients and other who access or use Main Street Office Suites.

### 1. Base Service Package / Services

- a. All services are to be performed for the client listed on the account. It is your responsibility to inform us in writing of any employee (s) with the authorization to receive services and be charge with the same account.
- b. Unauthorized employee will have to create their own account and be charged separately.
- c. A \$50 refundable deposit is required at the time of registration/set up. \$50 refundable deposit will be refunded to client after termination of service. Deposit will be refunded with in 10-15 days after the date of cancellation. Deposit can be used to settle any unpaid balance after the pat due month.
- d. Payment must be received by or on the 5<sup>th</sup> of each month. Any payment thereafter will be charged a late fee charge of \$10.
- e. To avoid cancellation of service, all payment must be received the last day of the past due month.
- f. Automatic Payment is set up for all Base Service Package clients.
- g. All invoices for Base Service Package will be generated on the 1<sup>st</sup> of each month and sent via email to the email on the account. It is your responsibility to view your invoice prior to the 5<sup>th</sup> of each month.
- h. Reinstatement of services will require a \$50 restore fee and all remaining balance paid for.

### 2. Reserving a Space

- a. Reservation will be done through our website
- b. No reservation will be booked after Main Street Office Suite's business hours.
- c. It is your responsibility ensure the reserved space is locked after use. You will be responsible for any damaged and/or missing items in the assigned space (s).
- d. Overage: Your card will be charged without notice if you go over your reserved time. It is not our responsibility to inform you of your end time.
- e. Cancellation of reservation requires a 24-hour notice before the booked reservation for a full refund.

### 3. Payment/ Invoice

- a. Credit card is REQUIRED. This information will not be given to any other than our accounting department to deposit payment for services provided by Main Street Office Suites.
- b. In an event a reservation goes over the time reserved, amenities charges, monthly subscriptions, cost of damage, etc.
- c. By providing us with your credit card information you are giving permission to Main Street Office Suites representative the authority to charge your card without notice for services provided.
- d. Base Service Package: A \$50 refundable deposit is required at the time of registration/set up. \$50 refundable deposit will be refunded to client after termination of service. Deposit will be refunded within 10-15 days after the date of cancellation. Deposit can be used to settle any unpaid balance after the pat due month.
- e. Base service Package: Payment must be received by or on the 5<sup>th</sup> of each month. Any payment thereafter will be charged a late fee charge of \$10.
- f. Amenities Payment: Upon delivery of service payment must be made immediately upon reservation of space.

### 4. Mail Service

- a. Suspicious mail will be dealt with accordingly.
- b. Mail is accepted at Main Street Office Suites by client (s) and/or company on the account. Otherwise it will be returned to sender.
- c. When communicating with potential correspondents regarding your address here at Main Street Office Suites, you will not modify or alter the format of the address assigned to you, including but not limited to not omitting the box number (ex. B-6293).
- d. You agree that Main Street Office Suites is not responsible or liable for mail that is not properly addressed according to the format we provided, to USPS specification, or consistent with these terms.

- e. If, due to the improper addressing, we are unable to determine the recipient of a given piece of mail and are unable to return the item to the delivering carrier or the sender, we will dispose of the item without notice and compensation to anyone claiming to have been the owner.
- f. You hereby waive any rights, and release and hold us harmless from any claims, respecting mail.
- g. In an event, however unlikely, that mail is forwarded to you that appears to not belong to you and/or your company you are to notify us regarding the mail immediately. **You agree to that violation of these terms can expose you to legal liability, both criminal and civil, and monetary damages, as well as termination of your account.**
- h. Mail Forwarding: All forwarded mail is delivered by us, and all our responsibilities with respect to it terminated, as soon as it is placed in the care of the USPS or other mail -carrying service such as FedEx, OnTrac, etc.
- i. Once your mail is placed in the hands of USPS or other mail -carrier service we are not responsible for your mail, it's arrival, or the speed of its delivery.
- j. You expressly release Main Street Office Suites from all further responsibility or liability with respect to forward mail.
- k. Change of Address: Client is responsible for the change of address to and from Main Street Office Suites.
- l. We are not responsible for the U.S. Postal Service's compliance (non-compliance) with your COA request.
- m. Main Street Office Suites reserve the rights to change the cost of forwarding without notice.
- n. Mail forwarding is \$10 per forward; \$10 applies to forward mail package that weighs less than 6 oz. Anything larger will be consider as another mail forwarding.
- o. Package Forwarding varies depending on the weigh of the package.
- p. You are responsible for setting up your account to weekly, bi-weekly, and monthly mail forwarding.
- q. Mail Pick Up: Mail must be pick up by client. If in event you are unable to pick up your mail it is your responsibility to inform us prior arrival of your representative.

## 5. Reservation

- a. Reservations will be done through our website at [mainstreetofficesuites.com](http://mainstreetofficesuites.com).
- b. No reservations will be booked after Main Street Office Suite's business hours.
- c. Virtual Client is responsible for any damaged and/or missing items in the assigned spaces. Virtual Client may be subject to be charged for said items. Virtual Client will take all reasonable steps to ensure the protection from loss, damage or destruction of the services or materials that are provided.
- d. Virtual Client further agrees to ensure that the space is locked upon departure.
- e. Any hours exceeding those on the account will be subject for payment immediately. (Overage)
- f. Reservation will be done 48 hours in advance.
- g. Cancellation of reservation requires a 24-hour notice before the booked reservation for a full-refund. As a Virtual Client, I understand that a cancellation fee of the full-amount of the reservation is subject to be charged to any cancellation within 24 hours of the booked reservation.
- h. Reservation are to be made by the account holder. It is the client's responsibility to inform us to allow permission of an additional user.
- i. Any damage, abuse, etc. to the furniture or property by client may be fined for the amount. If the privilege has been found abuse on one of the equipment has been determined, an appropriate action may be take by is resulting in a fine and/or termination of service.

## 6. Termination

- a. You agree that we may, at our sole discretion, cancel the Services and terminate these terms for any cause and at any time and without notice, and that we are not obligated to refund any payments already made by you, including payments for services to be performed in the future.
- b. You may terminate your account at any time by filing our cancellation form or with a written notice. Keep in mind that all payments made to mailbox forwarding are nonrefundable. If you request us to reopen your account after termination, you will be liable to pay a reactivation fee and any remaining balance past due.
- c. Termination notice must be given 30 days in advance.
- d. Termination of partial service may be done with a written notice specifying the service you wish to discontinue on your account.
- e. Termination of user may be done with a written notice specifying the user in which you wish to terminate from your account.
- f. Any mail received after 7 days of termination will be return to sender.

## **7. Fraud**

- a. You agree to not use the services for any illegal purpose. If we at sole discretion, suspect that your contact information or payment method is fraudulent, then we may in our sole discretion, immediately terminate your account without refund and turn all related information over to the USPS Office of the Postal Inspector, the US Federal Bureau of Investigation, the applicable State Attorney General or Embassy with jurisdiction, or other local and national law enforcement authorities.
- b. You understand that we cooperate with the USPS Postal Inspection Service and will share all information about you and/or your company and your use of service upon it's reasonable request. We also company with legal processes, including search warrants, court orders, and subpoenas seeking personal information. We will notify you of any pending legal process unless we are prohibited from doing so by law. These same processes apply to all law-abiding companies. We may share information to investigate, prevent, or act regarding illegal activities, suspected fraud, situation involving potential threats to the physical safety of any person, violations of our terms of use, or as otherwise required by law.

If you have any questions or concerns regarding these terms and condition or any other aspect of our services, please contact us.

**Main Street Office Suites  
525 W. Main Street, Suite B  
Visalia, CA 93291  
559-931-2090  
mainstreetofficesuitesvisalia@gmail.com**