

THIS AGREEMENT made on _____ and between Glaze and Glaze Properties (“Company”) _____
_____ In consideration of payment of the Monthly Service Fee (as defined below) and so long as Client is
not in default of any of its obligations under this Agreement, Client will be entitled to the following services initialed below at the
facility located at 120 North McDonough Street, Jonesboro, Georgia, 30236 (“Facility”):

Virtual Office

- a) Receipt of mail and packaged by Company’s staff during the Company’s normal business hours.
- b) Use of the Company’s mailing address and facsimile number as follows:
Street: 120 North McDonough Street
City/State/Zip Jonesboro, Georgia 30236
Facsimile # (770) 478-4555 (All communications to Client must be marked to the attention of Client. **The Company assumes no responsibility for communications not so identified.**

Available with the above

- a) Access to additional services offered by Company at Company’s current rates for such services, which Company reserves the right to change from time to time without prior notice.
- b) Reception service at the Facility during Company’s normal business hours when office or conference room reserved.
- c) Kitchen facilities with coffee service when office or conference room reserved.

2. Use: Client will use the services described above for its business, which is described as general business use, and for no other use. Any change of such use by Client will be a material default hereunder and will result in immediate forfeiture of the Refundable Retainer (as defined below). The Client will not make or permit to be made any use of the Facility that may violate applicable law or invalidate or increase the premium of any policy of insurance carried on the Facility or the building in which the Facility is located or covering its operations, or which will suffer or permit the Facility or the building to be used in any manner within, in the sole judgment of Company, will in any way impair the character, reputation or appearance of the Facility or the Building as a high quality office building, or which will impair or interfere with any of the services performed by the Company.

(Remainder of this page intentionally left blank)

3. Term: Company agrees to offer the Services described in Paragraph 1 to Client for a period of 12 months, commencing on _____ and ending on _____ (the "Initial Term"). Upon the expiration of the Initial Term and each renewal thereof, this Agreement will be extended for the same period of time as the Initial Term and upon the same terms and conditions, except for the Monthly Service Fees, which will be increased to the Company's then current rates.
4. Monthly Service Fee: Client agrees to pay Company during the term of this Agreement, by credit card authorization pursuant to the form attached hereto, a Monthly Service Fee of \$ **40.00** per month of the first day of each month. For any monthly payment refused or rejected on Client's credit card, or remaining unpaid after the 5th of the month, there shall be a late fee or \$15.00 added for such month.
5. Refundable Retainer: Should the above described charges be rejected or otherwise refused by Client's credit card company, Client will, within ten (10) days of notice thereof, deposit with Company a Refundable Retainer equal to two times the Monthly Service Fee. Client acknowledges that the Refundable Retainer will not be maintained in an interest-bearing, segregated account. In the event of any default by Client under this Agreement, Company may apply all, or any part, of the Refundable Retainer to cure such default, or to reimburse Company for any sums, which Company may spend by reason of the default. In the case of every such application, Client will, on demand, pay to the Company the sum so applied or retained, so the Refundable Retainer is restored to two times the Monthly Service Fee. The Refundable Retainer will be refundable to Client within sixty (60) days after the later of : (i) expiration of the Agreement, (ii) payment of all outstanding charges payable by Client hereunder; and (iii) the satisfactory performance by Client of all its other obligations under this Agreement.
6. Additional Service Charges: Client will pay to Company charges for Additional services rendered to Client upon the rendering to Client of an invoice setting forth the charges for additional services rendered to Client during the prior month and upon the same terms and conditions set forth in paragraph 4. Such additional charges may include, but will not be limited to charges for : postage, shipping, delivery, faxing, bank charges, telephone charges (including long distance, toll or local message unit calls and applicable tax), secretarial, administrative and any other expenses incurred on Client's behalf by Company.
7. Employees of Company: Client agrees that it will not, during the term of this Agreement and for a period of one year thereafter directly or indirectly, employ or offer to employ any person who is or has been an employee of Company or Company's agent without prior consent from Company. If Client hires an employee of Company or any person who has been an employee of Company within six months prior to the time they are hired by Client, Client will be liable to Company for liquidated damages equal to six months wages of the employee, at the rate last paid that employee by Company. The provisions of this paragraph will survive the expiration of this Agreement.
8. Client's waiver. Client agrees that Company is not liable to Client for:
 - (a) loss or damage to any document or other article by the U.S. Postal Service, or any other licensed, common or private carrier, delivery service; or loss or damage arising out of services provided by any telephone company.
 - (b) any personal or property injury or damage resulting from the acts or omissions of Company employees, persons leasing office space or services from Company, their invitees, other persons occupying any part of or employed in the building of which Company premises area part, or their invitees, or for any injury or damage to persons or property caused by any person, except as any such loss or damage arises from willful or grossly negligent misconduct by Company, its agents, servants, or employees.
9. Default. In the event of a default in the performance of any condition or covenant hereof by Client including, but not limited to, payment of Monthly Service Fee or additional service charges, which default is not cured within five (5) business days of notice of such default, the balance due from the Client for the unexpired term of the Agreement will become immediately due and payable and the Company's obligations to provide services hereunder will immediately cease without further notice.
10. Limitation of Liability. Services provided pursuant to this Agreement are without warranty. Client's sole remedy, and Company's sole obligation, for any failure to render any service, any error or omission, or any delay or interruption with respect thereto, is limited to an adjustment to Client's billing in an amount equal to the charge for such services for the period during which the failure, delay or interruption continues. With the sole exception of the remedy set forth in this paragraph, Client expressly and specifically agrees to waive, and agrees not to make any claim for damages including any indirect, incidental, special, consequential, exemplary or punitive damages arising out of any failure to furnish any service, any error or omission with respect thereto, or any delay or interruption of the same. Notwithstanding anything in this Agreement to the contrary, there will be no such billing adjustment if Client is in default hereunder.
11. Notices. Any notice under this Agreement will be in writing and will be sent by certified mail, return receipt requested, or by an expedited service that provides proof of delivery, to the last address or the party to whom notice is given as designated by such party in writing.

Company hereby designates its address as:
Street: 120 North McDonough Street

Client Initials

G & G Properties

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City, State, Zip: Jonesboro, Georgia, 30236
Telephone: (770) 478-5555 Facsimile (770) 478-4555

Client hereby designates its address (which must be an address within the United States) as:

Street: _____

City, State, Zip: _____

Telephone: _____

E-mail: _____

12: Forwarding Address. Following termination of this Agreement, Company will have no obligation to notify any person or entity of Clients new telephone number and address.

TENANT:

Name: _____

Signed: _____

Title: _____

Name: _____

Signed: _____

Title: _____

GLAZE AND GLAZE PROPERTIES:

By: _____

Title: Property manager

Contact Information

Name: _____

Phone: _____

Client Initials

G & G Properties

Address: _____

E-Mail: _____

_____ A late fee of \$15.00 will be added if Access fee is not paid by the 5th of the month.

_____ Mail left over 5 business days will be forwarded to the above contact address with a service fee of \$15.00.

_____ Failure to pay Virtual Office fees by the 15th of the month due will result in mail being marked "Return to Sender" and returned to the postal service.

Signature

Date

_____ **Client Initials**

G & G Properties

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Glaze & Glaze Properties

120 N. McDonough St. * Jonesboro, Georgia 30236
Phone (770) 703-1562 * (770) 478-4555 Fax

Periodic Credit Card Payment Authorization Form

Sign and complete this form to authorize Glaze & Glaze Properties to make periodic debits to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for periodic lease payments only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ hereby authorize **Glaze & Glaze Properties** to charge my credit card or Debit Card account indicated below for the amount of **\$40.00** on **the 1st of each month**. This payment is for lease payments pursuant to a lease with **Glaze & Glaze Properties** dated _____.
_____ Initials

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid only for the term of the lease described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

_____ **Client Initials**

G & G Properties

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OFFICE ACCESS LINES

**(For services beyond Virtual Office, please contact the Office Administrator,
Damico Edwards at: 770.703.1562 or damico@glazeandglaze.com)**

Virtual Office.....\$40.00/Month + \$50.00 set up
~Mail and Conference Room or Office Space at Standard Hourly Rate

Telephone Access Common Line (770.703.1562).....\$100.00/Month + \$75.00 Set Up Fee
~Includes Mail, Common Line Access (includes answering of line) and Conference Room or Office Space at Standard Hourly Rate

Telephone Access (Individual Line).....\$150.00/Month + \$75.00 Set Up Fee
~Includes Mail, Individual Line Access (includes answering of line) and Conference Room or Office Space at Standard Hourly Rate

Office Access with Common Line (770.703.1562).....\$175.00/Month + \$100.00 Set Up Fee
~Includes Mail, Common Line Phone, 4 hours of Conference Room or 4 Hours of Office Space

Office Access with Individual Line.....\$225.00/Month + \$100.00 Set Up Fee
~Includes Mail, Individual Line Phone, 4 hours of Conference Room or 4 Hours of Office Space

- ❖ Office Access includes 4 hours of Conference Room or 4 hours of Office Space time; can be customized if the client requires additional hours

Glaze and glaze Properties reserves the right to adjust pricing with 30 days notification

Miscellaneous Support Services

Photocopies (Black & White).....	1-350	\$.15 EA
.....	350-700	\$.12 EA
.....	701-1000	\$.10 EA
.....	1001-2000	\$.08 EA
.....	2001 +	\$.06 EA
.....	701-1000	\$.10 EA
Photocopies (Color).....	1-350	\$.65 EA
.....	350-700	\$.60 EA
.....	701-1000	\$.55 EA
.....	1000 +	\$.50 EA
Facsimile Services (Incoming)	B/W per page	\$.15 EA
(Outgoing Self-Serve)	Cost of call + 20%	
(Outgoing – Staff)	\$1.50 per page + cost of call +20%	
Postal Service, UPS, Local Courier Federal Express	Carrier charge +% service fee	
Conference Rooms or Guest Offices.....	\$15.00/hr or \$100.00 per day	
• Conference room only or with available kitchen		
• Cancellation fee of 50% if scheduled conference room is not cancelled within 8 hours of scheduled time.		
• Conference rooms include complimentary overhead easel and VCR. Fee incurred only after allowance is used.		
Projector Rental.....	\$15.00/half day or \$25.00/entire day	
Moving Furniture.....	\$25.00/piece	
Relocating Offices Within the Center.....	\$50.00/office + telecomm	

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_____ **Client Initials**

G & G Properties