

VIRTUAL OFFICE/BUSINESS ADDRESS TERMS AND CONDITIONS

Agreement to Conduct an Electronic Transaction

The parties to this Agreement to Conduct Electronic Transaction ("Electronic Agreement") are applicant/Lessee ("you") and Business Identity Suites ("BIS") (collectively "us" or "we"). The parties agree to the following:

1. **ELECTRONIC DELIVERY:** BIS will electronically deliver to you upon your written request (1) information relating to your application or disclosure pursuant to any laws, acts, regulations or statutes with regards to consumer reporting and/or dispute communication and (2) your Virtual Office/Business Address Agreement, all other documents, and/or communications until either party modifies or cancels this Electronic Agreement in writing. These electronic documents are in lieu of receiving paper copies through the U.S. Mail.

2. **PAPER COPY:** You may obtain a paper copy of Virtual Office/Business Address Agreement and/or all other documents by emailing admin@BIS625.com or written request sent to Administrator, Business Identity Suites, Courthouse Plaza, 625 E. Twiggs Street, Suite 1000, Tampa, FL 33602.

3. **TERMINATION:** You may terminate this Electronic Agreement by contacting BIS through any of the following: emailing admin@BIS625.com or written request sent to Administrator, Business Identity Suites, Courthouse Plaza, 625 E. Twiggs Street Suite 1000, Tampa, FL 33602. After BIS processes the termination, we will provide only paper copies of the Lease Agreement and/or all other documents to you by the U.S. Mail at the address you provide us. If this Electronic Agreement is terminated, any and all contracts or documents you and BIS electronically executed remain in full force and effect.

4. **NOTIFICATION:** If you change or delete the email address we use to deliver you Virtual Office/Business Address Agreement, all other documents, and other communications, you must immediately give BIS written notification by emailing admin@BIS625.com or written request sent to Administrator, Business Identity Suites, Courthouse Plaza, 625 E. Twiggs St., Suite 1000, Tampa, FL 33602. Because email is the agreed upon medium used to deliver the requested documents, you shall give BIS prompt written notice of any changes to your email address or other contact information.

5. **LEGAL EFFECT:** Electronic documents have the same legal effect as paper copies. You are responsible to obtain access to your consumer report and/or dispute communication, and to open and read them. If you cannot open or access your documents, you must email us at admin@BIS625.com to resolve this. By agreeing to this Electronic Agreement, you agree that you have a functioning and operating email account to receive emails from BIS.

6. **AMENDMENTS:** BIS may make amendments to the terms and conditions of this Electronic Agreement. We will provide you commercially reasonable notice of the amendments. If you do not agree to these new terms and conditions you can terminate this Electronic Agreement by the methods specified in section 3 of this Electronic Agreement.

7. **DELIVERY AND ACCESS ERRORS:** Errors in delivering and accessing your electronic documents may occur. We are not liable for anything that may arise from problems in accessing or retrieving your documents that may occur from problems associated with your telecommunications provider, or for any equipment malfunctions.

8. **ACCEPTANCE:** You accept this Electronic Agreement by obtaining a Virtual Office/Business Address. You are agreeing to conduct this transaction by electronic means. You understand that you are conducting an electronic transaction and agree to use and receive communications through electronic means. You agree to enter into this Electronic Agreement electronically by the use of the Internet, and to be notified regarding this Electronic Agreement and application electronically through the email address you provided.

Virtual Office/Business Address Lease Agreement

Business Identity Suites
Courthouse Plaza
625 E. Twiggs Street
Suite 1000
Tampa, FL 33602

This Virtual Office/Business Address Lease Agreement ("Lease Agreement") is effective as of the date the initial monthly fee and signup fee are made by you (hereinafter referred to as "Lessee") to Business Identity Suites (hereinafter referred to as Lessor). Now, therefore, in consideration of mutual covenants and conditions set forth below, Lessor and Lessee agree as follows:

1. **DEMISING CLAUSE:** Lessee hereby leases from Lessor the right to use the mailing address and for the use of and services related to the mailbox (the "Mailbox") at Courthouse Plaza, 625 E. Twiggs Street, # [assigned number], Tampa, FL 33602 and for mail forwarding services by Lessor under the terms set forth herein. Lessor will assign a Mailbox number to Lessee, upon payment of the initial monthly fee and set up fee.

2. **TERM:** This Lease Agreement shall begin at the time of payment of the initial monthly fee and signup fee are made by credit/debit card of Lessee and will automatically renew on the first of each subsequent month on a month to month basis that credit/debit card payments are made in advance. **TERMINATION BY LESSEE REQUIRES 30 DAYS WRITTEN NOTICE OF TERMINATION.**

3. RENT: During the term of this Lease Agreement, Lessee hereby covenants and agrees to pay Lessor according to the following:

Service	Set Up Fee	Monthly Fee
Virtual Office/Business Address Base Fee	\$100.00	\$49.95

PAYABLE IN ADVANCE the first of every month. Payments will be made by electronic debit from LESSEE's credit/debit card on file.

4. LATE PAYMENTS: Should Lessee fail to pay when due any installment of rent, or any other sum payable to Lessor under the terms of this Lease Agreement by the fifth (5th) of the month, the following late charges to cover the extra expense involved in handling such delinquency shall be paid by Lessee to Lessor at the time of payment of the delinquent sum. If the lease payment has not been made by the 15th of the month, this Lease Agreement is canceled and Lessee has fifteen (15) days to remove their property or it is considered abandoned. Should this Lease Agreement be canceled pursuant to the terms of this provision, any early termination fees shall become due immediately.

5. LATE FEE: The greater of \$10.00 or 15% of current month's unpaid charges.

6. DECLINED CHARGES: \$50.00 plus any associated late fees.

7. PERMITTED USE: Lessee agrees that the leased Mailbox shall be used for only legal purpose and for no other purposes. Lessee shall have access to the leased Mailbox during normal working hours of 8:00 am to 6:00 pm Monday through Friday, except holidays. The building is a Smoke Free building.

8. **UNITED STATES POSTAL SERVICE APPLICATION FOR DELIVERY OF MAIL THROUGH AGENT: LESSEE must complete, date, and sign in front of a Notary Public and a representative of LEASOR the U.S. Postal Service Application for Delivery of Mail Through Agent, a copy of which is provided below. LESSEE must then provide the completed and notarized application to Lessor for services to begin. Prior to Lessor receiving the fully executed U.S. Postal Service Application for Delivery of Mail Through Agent, services may be suspended.**

9. SERVICES PROVIDED: Lessor agrees to provide Lessee during the term of this Lease Agreement and during business hours this Mailbox service (8 am to 6 pm, Monday through Friday, except holidays): Daily handling of incoming and outgoing mail. Lessor assumes no responsibility for loss of services for any reason.

10. INDEMNIFICATION: Lessor shall not be liable for any damage or injury to Lessee, or any other person, or in any property occurring on the premise, or any part thereof, or in common areas thereof. Lessee agrees to hold Lessor harmless from any claims for damages or injury and no matter how caused, except for damages or injury solely caused by Lessor's gross negligence.

11. POSSESSION: If Lessor is unable to deliver possession of the Mailbox at the commencement hereof, Lessor shall not be liable for any damage caused thereby, nor shall this agreement be void or voidable, but Lessee shall not be liable for any rent until possession is delivered. Lessee may terminate this agreement if possession is not delivered within ten (10) days of the commencement of the term hereof.

12. RULES AND REGULATIONS: Lessee confirms and agrees that the Business Identity Suites Rules and Regulations have been reviewed and understood. These rules and regulations shall be complied with by Lessee. Any violation of these rules and regulations will be a breach of this Lease Agreement

13. CHARGES: All charges above are paid on a monthly basis to Lessor by Lessee by automatic draft from Lessee's credit/debit card on file. Should Lessee fail to pay when due as a result of a declined credit/debit card, the appropriate late charges as stated in Section 5, shall apply. Any prorated charges shall be based upon a thirty (30) day month and a three hundred sixty (360) day year.

14. PERSONAL PROPERTY: Lessee agrees that any personal property brought into the Mailbox is done so at Lessee's expense and risk, and if any loss or damage occurs, Lessor will not be held liable or responsible.

15. DEFAULT: If default shall be made in the payment of the monthly fee herein reserved or any part thereof, for a period of three (3) days after the due date of any lease payments; or default shall occur in the due performance or observation of any other covenant, condition, or provision of this Lease Agreement on the part of the Lessee to be performed, kept, or observed and if the LESSEE shall not have taken and diligently continued to pursue steps to remedy the same within ten (10) days after receipt by the Lessee of notice from Lessor specifying the default; then, and in any such case, Lessor may (a) terminate this Lease Agreement by giving written notice to the Lessee of its election to so do, and upon service of such notice this Lease Agreement shall forthwith terminate, (b) take possession of the leased Mailbox and re-let the Mailbox for Lessee's account; (c) accelerate rents due for the remainder of the term while leaving Lessee in possession; all rent to become due immediately upon term of notice by Lessor. Upon abandonment or vacation of the Mailbox by Lessee while in default of the payment of rent, Lessor, his heirs, executors, administrators or assigns shall have the right to immediately thereafter enter and take possession of the property so leased or rented, including all property of Lessee usually kept on the Mailbox to be thereafter disposed of as provided by law. All property on the Mailbox is hereby subject to a lien in favor of Lessee to the extent allowed by law. Also, Lessee throughout the remaining term hereof shall pay to Lessor, each month during the term, the then current excess if any, of the sum of the unpaid rentals and costs to Lessor resulting from such default by Lessee over the proceeds, if any, from re-letting.

16. LIENS: Lessee agrees to save, defend, and hold Lessor harmless from any and all liens that might attach to the

leased Mailbox on account of labor performed or for materials supplied to the leased Mailbox at the insistence of the Lessee, and agrees to pay or discharge any such liens within thirty (30) days.

17. QUIET ENJOYMENT: At all times during the terms of this Lease Agreement, Lessee shall and may peaceably and quietly hold and enjoy the leased Mailbox free from molestation, invasion, or disturbance.

18. ASSIGNMENT / SUBLEASE: Lessee shall not assign, sublet, or transfer this Lease Agreement herein, without the written consent of Lessor, which shall not be unreasonably withheld.

19. SUCCESSORS BOUND: Each and all of terms, agreements, covenants, and conditions of this Lease Agreement shall induce to the benefit of and shall bind only the parties hereto but their respective successors and assigns, subject, however, to the foregoing provisions restricting assignment by Lessee.

20. RELOCATION: Lessor, at its expense at any time before or during this Lease Agreement term, shall be entitled to cause Lessee to relocate from the Mailbox to equal or better space acceptable to Lessee, containing approximately the same rentable area as the Mailbox (the "Relocation Space") within the Building or adjacent buildings within the same project at any time upon ten (10) days prior written notice to Lessee.

21. TERMINATION: Termination requires written notice by Lessee at least thirty (30) days in advance of the next automatic renewal. This Lease Agreement shall terminate on the last calendar day of month thirty days following the date Lessee has given notice, or at the option of Lessor, earlier in the event of default under or breach by Lessee of any of the provisions of this Lease Agreement. In the event of such early termination by Lessor, Lessor may exercise such other remedies as are set forth elsewhere in this agreement with 30 days written notice.

22. GOOD FAITH: All duties and obligations under this Lease Agreement, and all attempts to enforce rights under this Lease Agreement shall be governed by reasonable commercial standards of good faith.

23. BANKRUPTCY: Should Lessee make an assignment for the benefit of creditors, file or voluntary bankruptcy or be adjudicated bankrupt, such action shall constitute a breach of this Lease Agreement for which Lessor, at its sole option, may terminate all rights of Lessee or its successors in interest under this Lease Agreement.

24. NOTICES AND RENT: Any notices which either party may or is required to give, may be given by mailing the same to Lessee at the Mailbox or to Lessor at the address referenced, above or at Lessor's corporate headquarters since office may not be staffed.

25. NON WAIVER: The failure of Lessor to take action with respect to any breach of any term, covenant or conditions herein contained. The subsequent acceptance of rent hereunder by Lessor shall not be deemed to be a waiver of any proceeding breach by Lessee of any term, covenant or condition of this Lease Agreement.

26. SETUP FEE: Lessee shall pay a \$100.00 setup fee that is nonrefundable, whether or not Mailbox is ever used by Lessee.

27. DISPUTE RESOLUTION: Disputes concerning any matter arising out of, relating to, or under this Lease Agreement shall not be subject to arbitration but shall be subject to appropriate legal action in the Circuit Courts of the State of Florida in Hillsborough County, Florida. **EACH PARTY, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, HEREBY IRREVOCABLY WAIVES ALL RIGHT TO TRIAL BY JURY AS TO ANY ISSUE, ACTION, PROCEEDING, OR COUNTERCLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT OR ANY OTHER MATTER INVOLVING THE PARTIES TO THIS AGREEMENT.**

28. SEVERABILITY: If any provision of this Lease Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Lease Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

29. RADON GAS: Radon is a naturally occurring gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed Federal and State guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

30. VACATED MAILBOX: Any mail or packages left in vacated mailboxes will be destroyed or returned to sender if left there after fifteen (15) days.

United States Postal Service®
Application for Delivery of Mail Through Agent
 See Privacy Act Statement on Reverse

1. Date

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)			3a. Address to be Used for Delivery (Include PMB or # sign.)		
3b. City		3c. State	3d. ZIP + 4®		
4. Applicant authorizes delivery to and in care of:			5. This authorization is extended to include restricted delivery mail for the undersigned(s):		
a. Name					
b. Address (No., street, apt./ste. no.)					
c. City	d. State	e. ZIP + 4			
6. Name of Applicant			7a. Applicant Home Address (No., street, apt./ste. no)		
8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.			7b. City	7c. State	7d. ZIP + 4
a.			7e. Applicant Telephone Number (Include area code)		
b.			9. Name of Firm or Corporation		
			10a. Business Address (No., street, apt./ste. no)		
10b. City		10c. State	10d. ZIP + 4		
Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.			10e. Business Telephone Number (Include area code)		
			11. Type of Business		
12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)					
13. If a CORPORATION, Give Names and Addresses of Its Officers			14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.		
Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).					
15. Signature of Agent/Notary Public			16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)		

Privacy Act Statement: Your information will be used to authorize the delivery of your mail to the designated addressee as your agent. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we cannot provide this service to you. We do not disclose your information without your consent to third parties, except for the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service; and for the purpose of identifying an address as an address of an agent who receives mail on behalf of other persons. Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies, see our privacy link on usps.com®.
