**Virtual Business Address Information**

What is a virtual business address?

• E-Factor’s business centers provide an opportunity to register your business from an established and professional business address.

What are the benefits of registering my business at your address?

• Create the right image and raise the profile of your business with a professional business address.

• Protect your home and family from unsolicited callers and post.

* Opportunities to rent meeting rooms and hold business meetings at your registered address.
* Secure post locker with your own key access. Mail collection 8:30am -5:00pm Monday - Thursday, 8.30 – 4.30pm Friday.

• For a small business working from home a virtual office business address can be the difference between making a sale and missing out on business.

• Your business name will be on public display at the chosen business address.

Post forwarding:

• Daily or Weekly post forwarding - cost of postage 1st or 2nd class plus 12%

• Post forwarding is subject to a minimum of £2/month

Any post forwarding fees charged throughout the month are invoiced monthly in arrears.

**Virtual Business Address Packages**

**Bronze Package- £22+VAT per month paid by Go Cardless**

* Secure Mailbox
* Receipt of small parcels (These must fit into your mailbox)

**Silver Package- £38.50+VAT per month paid by Go Cardless**

* 2 hours’ free use of small meeting rooms at the site address is held per month- during normal working hours. Booking is required.
* Use of Printer/Scanner/Photocopier (usage recharged).
* Receipt of larger parcels (These must be collected within 24 hours of delivery)

**Gold Package- £49.50+VAT per month paid by Go Cardless**

***The Bronze and Silver Packages plus***

 ***Full Business Hive Membership which includes:***

* Business Workshops and Masterclasses –bringing inspiring speakers and topics to your ears.
* The Business Directory – include your business amongst some of the best in the area.
* Hive Connect Networking – opportunities to mix in person with other businesses across Northern Lincolnshire at least twice a month.
* Hive Connect Online– a unique social platform to connect with other members online and share any product or service offers.
* Business Bubbles – more intimate network groups for in-depth discussions and relationship building.
* Business Hive Shield – market leading protection from our bespoke HR and Health and Safety resource and helpline
* Members Lounge – access to well-connected casual space and desks for working and meeting clients.
* One to One Business Support – experienced and objective Business Advisors on hand to support your business.
* Online Business Resources – access to key documents and guides for SMEs
* Introductions and Referrals – a focus on building your contacts and influence.
* Meeting and Conference Rooms – quality professional spaces to use across our sites.
* Business Hive Live – represent your business at Northern Lincolnshire’s biggest SME business expo.

**Platinum Package - £72.00+VAT per month paid by Go Cardless**

***The Bronze and Silver packages plus***

***Full Patron Business Hive Membership which includes all the above plus:***

* A place at the Annual Patron Lunch
* Recognition of your support for the local business community
* Public visibility and enhanced profile through our various platforms and links to local press.
* VIP invitations to local prominent events as our guest
* Personal introductions to fellow patrons and members
* Opportunity for a featured interview on Mark Webb’s ‘Patron Podcast’
* Advance notification and reserved seating on request for any ticketed event such as the Great Big Small Business Awards and Hive Live

**Virtual Business Address Application Form**

ALL SECTIONS MUST BE COMPLETED TO PROCESS YOUR APPLICATION

|  |  |
| --- | --- |
| Title  |  |
| First name  |  |
| Surname  |  |
| Home address  |  |
| Post code  |  |
| Contact Telephone Number |  |
| Email address  |  |
| Business name  |  |
| Business nature  |  |

 WE ALSO REQUIRE TWO FORMS OF IDENTIFICATION TO BE INCLUDED WITH YOUR APPLICATION:

* COPY OF FULL PASSPORT, DRIVING LICENSE OR PHOTOGRAPHIC ID
* CONFIRMATION OF HOME ADDRESS IE BANK STATEMENT, UTILITY BILL

 Please select the Virtual Business Address you would like to register at:

|  |  |  |  |
| --- | --- | --- | --- |
| The Business HiveSt James HouseGrimsbyDN31 1EP [ ]  | Enterprise VillagePrince Albert GardensGrimsbyDN31 3AT [ ]  | Business Hive13 Dudley StreetGrimsbyDN31 2AW [ ]  | Business HiveWrawby StreetBriggDN20 8JU [ ]  |

 Please select the level of Virtual Business Address you would like to apply for:

|  |  |  |  |
| --- | --- | --- | --- |
| Bronze Package [ ]  | Silver Package [ ]  | Gold Package [ ]  | Platinum Package [ ]  |

**Terms & Conditions:**

* Payment is to be made monthly in advance, failure to pay may result in your mail being returned to the sender.
* 90 days’ notice is required to cancel your Virtual Business Address and full payment is required during your cancellation period.
* We cannot be held responsible for large parcels delivered to our offices and held awaiting your collection. All parcels will become your responsibility from the date and time of delivery until collection. Whilst we will aim to keep all parcels secure until collection, due to limited space there may be times when your parcel will remain in our reception area. We ask that all parcels are collected within 24 hours of delivery to avoid any congestion in this area.

**Please tick to confirm that you have read and understand the Terms and Conditions** [ ]

Signature:

Date:

DISCLAIMER: We hold the right to disclose your personal information if formally requested by The Police, HMRC, a High Court Enforcement officer or any other Law Enforcement agent either in person or by written request.

 PLEASE EMAIL COMPLETED FORM TO info@e-factor.co.uk once application process has been completed, we will send you a confirmation email to confirm details of mailbox issued.

**FOR OFFICE USE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| VBA box issued | Start date | Form emailed to Finance | Confirmation email sent to customer | Key Handed over |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Evidence Received | Initial & Date |
| Photographic ID |  |  |
| Address Confirmation |  |  |