

SIGN UP FORM

Hire Name / Hire Entity				
ABN / ACN				
Main Contact Name				
Main Contact Details	Mobile		Email	
Accounts Email				
Hire Dates	Start		Finish	
Bond Return Details	BSB		Acc.	
Payment Preference	Pay by EFT <input type="checkbox"/> Invoice (in advance): Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/>			

Hire Cost

Highlight or circle your option	Daily	Weekly	Monthly	Quarterly	Annual
7 desk private office <input type="checkbox"/>	 	\$1000	\$3,500 <input type="checkbox"/>	\$9,975 <input type="checkbox"/>	\$37,800 <input type="checkbox"/>
2 desk private office <input type="checkbox"/>	 	\$550	\$2,300 <input type="checkbox"/>	\$6,800 <input type="checkbox"/>	\$27,000 <input type="checkbox"/>
Dedicated Hot Desk <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$200 <input type="checkbox"/>	\$700 <input type="checkbox"/>	\$1,995 <input type="checkbox"/>	\$7,560 <input type="checkbox"/>
Premium Sit/Stand <input type="checkbox"/>	\$55 <input type="checkbox"/>	\$220 <input type="checkbox"/>	\$770 <input type="checkbox"/>	\$2,195 <input type="checkbox"/>	\$8,310 <input type="checkbox"/>
Shared Hot Desk <input type="checkbox"/>	\$35 <input type="checkbox"/>	\$175 <input type="checkbox"/>	\$500 <input type="checkbox"/>	\$1,450 <input type="checkbox"/>	\$5,400 <input type="checkbox"/>
Premium Sit Stand <input type="checkbox"/>	\$38.50 <input type="checkbox"/>	\$192.50 <input type="checkbox"/>	\$550 <input type="checkbox"/>	\$1,595 <input type="checkbox"/>	\$5,940 <input type="checkbox"/>
Virtual Office Space			from \$150 <input type="checkbox"/>		

Sundry Items

Select & indicate number of items required	Weekly	Monthly	Total
Secure Carparking	\$35 <input type="checkbox"/>	\$130 <input type="checkbox"/>	
Secure Onsite Storage	\$35 <input type="checkbox"/>	\$130 <input type="checkbox"/>	
Secure Office Storage	\$20 <input type="checkbox"/>	\$70 <input type="checkbox"/>	

Additional Key	No.		\$50/p <input type="checkbox"/>
Additional FOB	No.		\$25/p <input type="checkbox"/>

Terms & Conditions:

- All quoted prices are excluding GST
- Additional charges for set up of dedicated IT services in Group/Executive spaces may apply
- Payment terms – Period of the membership, paid in advance. Invoices will be provided
- Printing – A maximum of 100 copies (B&W) and 20 Copies (Colour) per day at no cost
- Access – Single desks membership is for a single person only and cannot be shared
- Secure Carpark access is available only to a dedicated vehicle
- FOBs and PIN Numbers – will be issued for the days of use and otherwise disabled.
- Office keys are provided for the separate offices
- There is a separate \$50 bond for keys and FOB
- Damages – Members will be fully liable for the full cost to rectify any damage caused
- Echelon accepts no responsibility for members property left on site
- Access is 24/7 Members using the facility afterhours must book in advance for afterhours access

Name _____ Signature _____ Date: _____