

CAPA CORPORATE OFFICE SERVICE AGREEMENT

I/We _____ the Client (s), hereby apply for CAPA CORPORATE OFFICE SERVICE PROGRAM.

CAPA CORPORATE OFFICE SERVICE consists of (1) Furnishing the entity with a physical office located in the state of _____ to conduct its corporate business. (2) Acting as Agent for Delivery of Mail. The office is a shared office space, shared with other Capa members. Client understands that the following Guidelines and Procedures are the written contract which set forth the terms of this agreement and agrees to be bound by the same.

Office Guidelines and Procedures:

- (1) Client will be assigned an address number to use as Corporate Office address in the assigned state.
- (2) Client may list the office address in the local telephone directory but may not install a physical telephone in the office without prior approval front Capa.
- (3) Client or contract manager may meet with customers and conduct business during regular business hours only (from 9am to 5p.m Monday through Friday, which may change from time to time). Before visiting the office, Client is required to obtain an appointment from customer service at least three (3) days in advance. Appointments are granted on availability only. Additional fees may be charged for contract manager to meet with customers or to conduct certain corporate functions, call customer service for advance quote.
- (4) Client may provide Capa with corporate records and a copy of a business license to keep on file.
- (5) Client mail will be forwarded to Client at Client's designated address once a week. Client agrees to deposit a \$20 stamp fee to be used for forwarding mail to client. Client is required to maintain a minimum stamp deposit of \$5.00. If Client stamp deposit fall below \$5.00, Client will be billed for another \$20 deposit. If Client deposit falls below the stamp cost, mail will be held for ten (10) days after 10 days, all mail will be returned to the sender.
- (6) Client may have documents or packages delivered to the office and forwarded to another location. Client may send mail to the corporate office to be post marked in assigned state and re-mailed to another destination. Before sending mail to be rerouted, Client must call customer service for correct mailing instructions.

Client(s) agree to pay Capa for the above service according to the fees and terms of the invoice attached hereto and made a part of this agreement. Client(s) understated and agree that if fees are not paid within 30 days of the terms of the attached invoice, Client(s) service will be terminated and Capa shall have the right to collect the balance due. Should Client(s) default in any balance due and owing to Capa, Client(s) shall pay any charges in addition to the balance owing including any interest charges thereon incurred, any legal fees and fees which may be incurred in the process of Capa collecting on said balance.

Client(s) understand that Capa may retain outside agents to process the above services. Capa and it agent is acting on Client(s) behalf and not in a legal capacity, an attorney should be consulted for legal matters. Client(s) understand that the person negotiating this document is an Independent Contractor and not an Agent or Representative of Capa. CLIENT(S) IS ADVISED TO PAY BY CHECK, CREDIT CARD OR ELECTRONIC FUNDS TRANSFER ONLY, MADE PAYABLE TO CAPA.

Client(s) will hold Capa and its Agent harmless from any suits and all litigations and indemnify them from any loss whatsoever kind, directly or indirectly sustained through legal process of the above corporate office services.

DATE:

CLIENT:

CONTRACT/COUNSELOR
Revised 9/2011

ACT. #

CLIENT: