

CALIFORNIA VIRTUAL OFFICE AGREEMENT

8889 W. Olympic Bl.

Beverly Hills, CA 90211

(310) OFFICES (310) 633-4237

Date: _____ Term: _____
 Client: _____ Initial Term Expiration _____
 Address: _____ PMB # Assigned: _____
 _____ Company Name: _____
 City: _____ Telephone: _____
 State: _____ ZIP: _____ E-mail: _____
 Total # of People: _____ Notice to Terminate: 30 days

MAIL PACKAGES

California Virtual provides you with a prestigious business address and personal suite # to use for all your business communications. Receive email notifications for all mail requiring a signature. 24/7 Access Available (A Packages excluded*). Mail Forwarding Available (additional fee).

Mail Package A*- Mail Pick-Up Only	\$59
Pick Up Mail anytime during business hours.	
Mail Package B- 24/7 Mail Box Access - Small	\$69
24/7 Access to your own locked Mail Box- Size Small	
Mail Package C - 24/7 Mail Box Access - Medium	\$79
24/7 Access to your own locked Mail Box- Size Medium	
Mail Package D - 24/7 Mail Box Access - Large	\$89
24/7 Access to your own locked Mail Box- Size Large	

BASIC PACKAGE

A professional receptionist answers your calls in your company's name according to your specifications, with voicemail service after hours. **MAIL SERVICE NOT INCLUDED**

Basic Package- Phone Service ONLY	\$99
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STANDARD PACKAGES

Includes Basic Package and Choice of Mail Package

Standard Package A*- Phone Service & Mail Pick-Up Only	\$139
Calls answered and transferred by live-receptionist. Mail Pick-Up ONLY	
Standard Package B- 24/7 Mail Box Access - Small	\$149
Calls answered and transferred by live-receptionist. 24/7 Access to your own locked Mail Box- Size Small	
Standard Package C- 24/7 Mail Box Access - Medium	\$159
Calls answered and transferred by live-receptionist. 24/7 Access to your own locked Mail Box- Size Medium	
Standard Package D - 24/7 Mail Box Access - Large	\$169
Calls answered and transferred by live-receptionist. 24/7 Access to your own locked Mail Box- Size Large	

PLATINUM PACKAGES

Includes Phone service, Mail Service, and use of one of our conference rooms/ private office (subject to availability) for up to 16 hours per billing period. Unused time does not carry over to the next billing period.

Platinum Package A*- 16 hours conference room/office use, Phone Service & Mail Pick-Up Only	\$239
Calls answered and transferred by live-receptionist. Phone Service, and Mail Pick-Up ONLY	
Platinum Package B- 16 hours conference room/office use, Phone Service & 24/7 Mailbox- small	\$249
Calls answered and transferred by live-receptionist. Phone Service, and 24/7 Mailbox- small	
Platinum Package C- 16 hours conference room/office use, Phone Service & 24/7 Mailbox- medium	\$259
Calls answered and transferred by live-receptionist. Phone Service, and 24/7 Mailbox- medium	
Platinum Package D- 16 hours conference room/office use, Phone Service & 24/7 Mailbox- large	\$269
Calls answered and transferred by live-receptionist. Phone Service, and 24/7 Mailbox- large	

MONTHLY PACKAGE CHOSEN: _____ **MONTHLY FEE:** _____

MONTHLY FEES _____ + **ADDITIONAL FEES** _____ + **1-TIME FEES** _____ =

Total Set Up Fee: _____

Monthly Fees: _____

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ADDITIONAL SERVICES

ADD 16 HOURS OF CONFERENCE ROOM TO ANY PACKAGE	\$149
DIRECTORY LOBBY LISTING	\$20
ADDITIONAL COMPANY NAMES	\$40
411 TELEPHONE DIRECTORY ASSISTANCE LISTING	\$10
ADDITIONAL VOICE MAIL BOX	\$25
ADDITIONAL DID (DIRECT/PRIVATE LINE)	\$50
AFTER HOUR TRANSFER	\$25
TOLL FREE NUMBERS	\$25
VM TO EMAIL, FAX, FAX TO EMAIL, OUTBOUND CALLING- \$15 each or 2 for \$20	\$15

ADDITIONAL SERVICES CHOSEN: _____ **MONTHLY FEES:** _____

ONE TIME CHARGES

ADMINISTRATIVE SET-UP FEE	\$100
DIRECTORY LOBBY LISTING SET-UP FEE	\$75
SET UP FEE FOR 411 TELEPHONE DIRECTORY ASSISTANCE LISTING	\$25
BUILDING ACCESS CARD (\$30 each)- <i>Required for 24/7 Options</i>	\$30

Building Access Cards are refundable upon return. There will be a \$40 fee for replacing lost cards. If you lose your access card please notify us immediately so we can deactivate it.

SET UP FEES REQUIRED: _____ **SET-UP FEES:** _____

TOTAL CHARGES:

Miscellaneous: *Any monthly recurring discount is for the initial term only. The attached Terms and Conditions are hereby incorporated herein by reference.

CLIENT:

Please Print Full Name

Signature

Received By: _____

Date:

Date:

Credit Card Payment Authorization Form

Instructions: To pay by credit card, please complete both sections below.

Credit Card Holder Information:

Please select credit card type:

VISA MC DISC AMEX

Credit Card #	
Expiration Date	
CVV	

Billing Information:

Name: _____

Address: _____

Phone #: _____

Cardholders Signature: _____ Date: _____

LICENSE/ ID INFORMATION

Name as it appears on Driver's License/ID: _____

Driver's License / ID number: _____

Birth date: _____ / _____ / _____ (mm/dd/yyyy)

Attach a photocopy of front and back of credit card and photo I.D.

Virtual Office Agreement

TERMS AND CONDITIONS

1. TERM. The term of this Agreement shall commence on the Start Date specified on the first page of this Agreement and continue thereafter for the period specified on the first page of this Agreement as the Initial Term. UPON EXPIRATION OF THE INITIAL TERM, THIS AGREEMENT SHALL AUTOMATICALLY RENEW UPON THE SAME TERMS AND CONDITIONS AT THE THEN CURRENT RATES CHARGED BY CALIFORNIA VIRTUAL, LLC ("RENEWAL TERM"), UNLESS EARLIER TERMINATED BY EITHER PARTY UPON THIRTY (30) DAYS ADVANCE WRITTEN NOTICE PRIOR TO THE EXPIRATION OF THE THEN CURRENT TERM. SUCH NOTICE MAY ONLY BE DELIVERED ON THE FIRST DAY OF ANY GIVEN MONTH. IF SUCH NOTICE IS DELIVERED ON ANY OTHER DAY, IT SHALL BE DEEMED TO HAVE BEEN DELIVERED ON THE FIRST DAY OF THE FOLLOWING MONTH. The Initial Term, together with any Renewal Terms, is referred to herein as the "Term" of this Agreement.

2. SERVICES AND FEES. Subject to the terms and conditions set forth herein, Client will receive the Virtual Office Agreement service(s) specified on the first page of this Agreement ("VOA Services"). Subject to availability, CALIFORNIA VIRTUAL, LLC will also provide you other services on an as requested basis ("Additional Services") for an additional charge. The VOA Services and such Additional Services as may be provided to you are sometimes collectively referred to herein as the "Services". CALIFORNIA VIRTUAL, LLC shall provide the Services during normal business hours (i.e., 8:30 am through 5:00 pm, Monday through Friday, except public holidays). The current fees for the VOA Services are set forth on the first page of this Agreement ("VOA Fees"), and the current fees for Additional Services are set forth on Schedule A attached hereto ("Additional Services Fees"). The VOA Fees and the Additional Services Fees are subject to change at CALIFORNIA VIRTUAL, LLC'S discretion upon thirty (30) days written notice to you. The fees for any Additional Services provided are charged to your account and are payable on the first day of the next calendar month following the end of the most recent billing cycle for such Additional Services (which billing cycle is currently from the 15th day of the month to the 14th day of the next month). You agree to pay all charges authorized by you or your employees. CALIFORNIA VIRTUAL, LLC and vendors designated by CALIFORNIA VIRTUAL, LLC are the only service providers authorized to provide services in the Center. You agree that neither you nor your employees will solicit other clients of the Center to provide any service provided by CALIFORNIA VIRTUAL, LLC or its designated vendors, or otherwise. If the CALIFORNIA VIRTUAL, LLC Services selected by Client includes Private Office use, then Client may elect to use in any monthly billing cycle during the Term some or all of the Private Office use hours allocated to Client as specified on the first page of this Agreement ("Private Office Use Time") for Private Office use (subject to availability); any Private Office use in any month which exceeds in the aggregate the Private Office Use Time shall constitute Additional Services, and Client will be charged Additional Service Fees for such usage. Client may not carry over unused time to future months. At California Virtual, LLC's option, CALIFORNIA VIRTUAL, LLC can substitute conference room use in the place and stead of Private Office use for some or all of the Private Office Use Time in any particular month.

3. PAYMENTS. You agree to pay, without offset or demand, the VOA Fees and all other monthly recurring fees in advance on the first day of each month. You also agree to pay monthly, at the same time as the VOA Fees and other monthly recurring fees (unless another time is specified herein for such payment), Additional Services Fees for any Additional Services provided during the prior billing cycle for Additional Services, and all applicable sales or use taxes. If you dispute any portion of the charges on your bill, you agree to pay the undisputed portion on the first day of the calendar month. You agree that charges must be disputed within 30 days or you waive your right to dispute such charges. If any payments are not received by the third day of the month, you may be charged a service charge of 10% of the late payment or \$50, whichever is greater, for bookkeeping and administrative expenses. You will also be charged interest at 1.5% per month on late payments, or the highest rate permitted by applicable law, whichever is less. When you sign this Agreement you are required to pay your first months' VOA Fees and all Set Up Fees. Payment of the VOA Fees, other monthly recurring fees and monthly Additional Services Fees must be made by execution of a Credit Card Authorization. It is Client's responsibility to provide current credit card details. Declined credit cards will incur a \$25.00 service fee. **Non Sufficient Funds will incur a \$50.00 service fee.**

4. SECURITY DEPOSIT. Client shall deposit with CALIFORNIA VIRTUAL, LLC upon execution of this Agreement the Security Deposit specified on the first page of this Agreement as security for Client's faithful performance of Client's obligations hereunder. If at any time during the term of this Agreement (or any renewal or extension term), your monthly VOA Fees and/or other monthly recurring fees are increased, then the amount of the Security Deposit will be increased by 100% of such increase in the monthly VOA Fees and/or other monthly recurring fees, which increase shall be payable to CALIFORNIA VIRTUAL, LLC upon request. The Security Deposit will not be kept in a separate account from other funds of CALIFORNIA VIRTUAL, LLC and no interest will be paid to you on this amount. The Security Deposit may be applied to outstanding fees or charges at any time, at our discretion. CALIFORNIA VIRTUAL, LLC has the right to require that you replace any portion of the Security Deposit that we apply to your fees or charges. At the end of the term of this Agreement, if you have satisfied all of your payment obligations, we will refund the unapplied portion of the Security Deposit within 90 days.

5. CALIFORNIA VIRTUAL, LLC'S LIMITATION OF LIABILITY. You acknowledge that due to the imperfect nature of verbal, written and electronic communications, neither CALIFORNIA VIRTUAL, LLC nor the landlord for the building (Building Landlord) or any of their respective officers, directors, employees, shareholders, members, partners, agents or representatives (collectively, "CALIFORNIA VIRTUAL, LLC Parties") shall be responsible for damages, direct or consequential, that may result from the failure of CALIFORNIA VIRTUAL, LLC to furnish any service, including but not limited to the service of conveying messages, communications (including but not limited to telephone and internet service) or any other utility or services. Your sole remedy and California Virtual, LLC's sole obligation for any failure to render any service, any error or omission, or any delay or interruption of any service, is limited to an adjustment to your bill in an amount equal to the charge for such service for the period during which the failure, delay or interruption continues. WITH THE SOLE EXCEPTION OF THE REMEDY DESCRIBED ABOVE, YOU EXPRESSLY AND SPECIFICALLY AGREE TO WAIVE, AND AGREE NOT TO MAKE, ANY CLAIM AGAINST THE CALIFORNIA VIRTUAL, LLC PARTIES FOR DAMAGES, DIRECT OR CONSEQUENTIAL, INCLUDING, WITHOUT LIMITATION, LOST BUSINESS, REVENUE, PROFITS OR DATA, FOR ANY REASON WHATSOEVER ARISING FROM OR IN CONNECTION WITH THIS AGREEMENT, ANY FAILURE TO FURNISH ANY SERVICE, ANY ERROR OR OMISSION WITH RESPECT THERETO, FROM FAILURE OF U.S. POSTAL SERVICE OR ANY COMMERCIAL COURIER SERVICE TO DELIVER ON TIME OR OTHERWISE DELIVER ANY ITEMS (MAIL, PACKAGES, ETC.) OR ANY DELAY OR INTERRUPTION OF SERVICES. WITH REGARD TO ANY SERVICES PROVIDED BY CALIFORNIA VIRTUAL, LLC, CALIFORNIA VIRTUAL, LLC DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ADDITIONALLY, CALIFORNIA VIRTUAL, LLC MAKES NO REPRESENTATIONS OR WARRANTIES REGARDING THE AVAILABILITY OF PARKING AT THE CENTER, AND CLIENT

Virtual Office Agreement

SHALL INDEMNIFY AND HOLD CALIFORNIA VIRTUAL, LLC HARMLESS FROM ANY PARKING CHARGES OR PENALTIES THAT MAY BE IMPOSED BY BUILDING LANDLORD DUE TO CLIENT'S USE OF PARKING AT THE CENTER.

Initial

6. RULES AND REGULATIONS. You agree to comply with the rules and regulations of the Center (Rules), a copy of which you acknowledge having received upon your execution of this Agreement. CALIFORNIA VIRTUAL, LLC has the right to reasonably amend the Rules and supplement the same with other reasonable Rules, and all such amendments or new Rules shall be binding upon you after 5 days notice to you. Nothing herein shall be construed to give you or any other person or entity any claim, demand or cause of action against the CALIFORNIA VIRTUAL, LLC Parties arising out of the violation of such Rules by any other client, occupant or visitor of the Center, or out of the enforcement or waiver of the Rules by CALIFORNIA VIRTUAL, LLC in any particular instance. To the extent there is a conflict between the Rules and this Agreement, this Agreement will control.

7. RESTRICTION ON HIRING CALIFORNIA VIRTUAL, LLC'S EMPLOYEES. Our employees are an essential part of our ability to deliver our services. You acknowledge this and agree that, during the Term of this Agreement and for 6 months afterward, you will not solicit, offer employment or hire any of our current employees or anyone who has left our employment in the last 3 months. If you do, you agree that actual damages would be difficult to determine and therefore you agree to pay liquidated damages in the amount of one-half of the annual base salary of the employee or former employee you hire. You agree that this liquidated damage amount is fair and reasonable.

8. LICENSE AGREEMENT. THIS AGREEMENT IS NOT A LEASE OR ANY OTHER INTEREST IN REAL PROPERTY. IT IS A CONTRACTUAL ARRANGEMENT THAT CREATES A REVOCABLE LICENSE. We retain legal possession and control of the Center and the office(s) provided to you (as may be applicable). This Agreement and our obligation to provide you the VOA Services and Additional Services is subject and subordinate to the terms of our lease with the Building Landlord. This Agreement terminates automatically upon any termination of our lease with the Building Landlord or the termination of the operation of the Center for any reason; provided, however, CALIFORNIA VIRTUAL, LLC will have the option (but not the obligation), in lieu of the termination of this Agreement, to transfer Client to another location operated by CALIFORNIA VIRTUAL, LLC within a 5 mile radius of the Center, in which case this Agreement will remain in force and the VOA Services and any Additional Services will be provided to Client at the substitute location designated by CALIFORNIA VIRTUAL, LLC. Additionally, VOA has the right to terminate this Agreement if the Building Landlord requires such termination due to your use of the office(s) or the nature or type of your business or organization. As our client you do not have any rights under our lease with the Building Landlord. When this Agreement is terminated because the Term has expired or otherwise, your license to the VOA Services and Additional Services is revoked.

9. DAMAGES AND INSURANCE. You are responsible for any damage you cause to the Center, the building or its parking facilities or common areas. Client is responsible for insuring its and its employees, agents or representatives (collectively, the "Client Parties") personal property against all risks, and assumes all risks in connection with such property (irrespective of whether such property is in our possession or yours) and Client forever releases and discharges the CALIFORNIA VIRTUAL, LLC Parties from any damages, losses or claims with respect thereto. Without limiting the foregoing, CALIFORNIA VIRTUAL, LLC is not responsible, and shall have no liability, for any lost packages or mail, it being the understanding that Client, at Client's sole cost, is responsible for obtaining insurance to insure against the risk of lost packages or mail.

10. DEFAULT; TERMINATION. You are in default under this Agreement if: (i) you fail to abide by, or to cause your employees or invitees to abide by, the Rules of the Center; (ii) you do not pay any amount payable by you hereunder on the designated payment date and after written notice of your failure to pay you do not pay within 3 days after the date of such notice; or (iii) you do not otherwise comply with the terms of this Agreement. If the default is unrelated to payment you will be given written notice of the default and you will have 10 days from the date of such notice to correct the default (unless the default cannot be corrected or is due to a violation of law, in which event no cure period will apply). CALIFORNIA VIRTUAL, LLC has the right to terminate this Agreement early: (1) if you fail to correct a default within the applicable cure period or if the default cannot be corrected; (2) if you repeatedly default under this Agreement, in which case no cure period shall apply; or (3) without any opportunity to cure if you use the Center for any illegal operations or purposes, or you are otherwise not in compliance with any local, state or federal law, statute or U.S. Postal Service ("USPS") regulation or (4) you receive an unreasonable volume of mail or packages at the Center. If this Agreement is terminated due to your default, then you will nevertheless remain liable for the VOA Fees which would have been payable for the remainder of the term had this Agreement not been terminated. If you default on your obligations under this Agreement, you agree CALIFORNIA VIRTUAL, LLC may cease to provide any and all Services, including without limitation telephone and mail service, without the need to initiate legal process. Client has the right to terminate this Agreement early if Client's mail or telecommunications service is discontinued for a period of ten (10) consecutive days for reason other than Client's default of this Agreement as described in this Section 10. You shall pay to CALIFORNIA VIRTUAL, LLC upon demand any costs, including without limitation reasonable legal fees, incurred by CALIFORNIA VIRTUAL, LLC in enforcing the terms of this Agreement.

11. POSTAL REGULATIONS. Client acknowledges that CALIFORNIA VIRTUAL, LLC will comply with the USPS regulations regarding client mail. Client must also comply with all USPS regulations and amendments and USPS interpretations of such regulations. If client fails to comply, CALIFORNIA VIRTUAL, LLC will have the right to immediately terminate this Agreement. THE FOLLOWING PROVISIONS OF THIS SECTION 11 APPLY IF THE VOA SERVICE PLAN SELECTED BY CLIENT IS EITHER (1) BASIC IDENTITY PLAN, (2) TELEPHONE IDENTITY PLAN, OR (3) MAIL AND 8 HOURS OF PRIVATE OFFICE TIME: (A) Client must complete a separate U.S. Postal Service Form 1583 ("Form 1583") to receive mail and/or packages at the Facility; (B) Client acknowledges that pursuant to USPS regulations, this Agreement and Form 1583 may be disclosed upon request of any law enforcement or other governmental agency, or when legally mandated; (C) Client further agrees, upon request, to sign an updated version of this Agreement and any other necessary documents or forms related to process of service; (D) Client must use the exact mailing address, inclusive of the Private Mailbox designation, without modification as set forth in Section Three (3) of Form 1583; and (E) Mail received by Client must bear a delivery address that contains at least the following elements, in this order, (i) intended addressee's name or other identification, (ii) street number and name, (iii) secondary address, (iv) "PMB" and number, and (v) City, State and ZIP Code (5-digit or ZIP+4). USPS may return mail to the sender without a proper address endorsed "Undeliverable as Addressed, Missing PMB or # Sign."

Virtual Office Agreement

12. BUSINESS CONTINUATION. Based on Clients selection below, upon expiration, cancellation or termination of this Agreement for any reason other than default, CALIFORNIA VIRTUAL, LLC will:

(CHECK ONE ONLY)

Option 1:

Mail Service Only Continuation (If Option 1 is chosen, this paragraph applies if the VOA Services selected by Client does not include telephone answering). For a period of 6 months ("Business Continuation Period"), re-mail (i.e. forward) Clients mail on a once weekly basis to one single designated domestic address. Client must pay a monthly handling fee of \$95.00 per month for this service, plus the cost of all postage associated with the re-mailing service. After the expiration of the Business Continuation Period, Option 2 below shall apply with respect to all mail and packages received at the Center.

Mail Service & Voicemail Continuation (If Option 1 is chosen, this paragraph applies if the VOA Services selected by Client includes both mail service and telephone answering). For a period of 6 months ("Business Continuation Period"), (i) re-mail (i.e. forward) Clients mail on a once weekly basis to one single designated domestic address; and (ii) direct Clients assigned telephone number to voicemail to capture all inbound calls. Client will have unlimited access to voicemail during the Business Continuation Period. Client must pay a monthly fee of \$120.00 per month for this service, plus the cost of all postage associated with the re-mailing service. After the expiration of the Business Continuation Period, Option 2 below shall apply with respect to all mail, packages and telephone calls received at the Center.

Option 2:

Destroy any US mail or refuse, discard or destroy any packages not sent via USPS addressed to Client and delivered CALIFORNIA VIRTUAL, LLC Parties for any claim, damage or liability based on failure to deliver any mail, package or voice messages after the termination of this Agreement. Upon termination, client's US mail will not be remailed to client by California Virtual, LLC. Payment for the Business Continuation Period is due upon expiration, cancellation or termination of this Agreement and payable in full, in advance for the selected number of months. Charges for postage associated with mail forwarding are due upon invoicing. Payment must be made by execution of a Credit Card Authorization. Declined credit cards will incur a \$25.00 service fee. Upon termination of this Agreement for any reason, it is Clients responsibility to notify all parties of the change of address.

13. NOTICES. All notices are to be in writing and may be given by registered or certified mail, postage prepaid, overnight mail service or hand delivered with proof of delivery, addressed to CALIFORNIA VIRTUAL, LLC or Client at the address listed on the first page of this Agreement.

14. MEDIATION; GOVERNING LAW. If a dispute arises under this Agreement, you agree to submit the dispute to mediation. If mediation does not resolve the dispute, you agree that the matter will be submitted to arbitration pursuant to the procedure established by the American Arbitration Association in the metropolitan area in which the Center is located, unless CALIFORNIA VIRTUAL, LLC elects to not have the dispute resolved through arbitration. The decision of the arbitrator will be binding on the parties. The non-prevailing party as determined by the arbitrator shall pay the prevailing parties' attorneys' fees and costs of the arbitration. Furthermore, if a court decision prevents or CALIFORNIA VIRTUAL, LLC elects not to submit this matter to arbitration, then the non-prevailing party as determined by the court shall pay the prevailing parties' reasonable attorneys' fees and costs. Nothing in this paragraph will prohibit CALIFORNIA VIRTUAL, LLC from seeking equitable relief, including without limitation, any action for removal of Client from the Center after the license has been terminated or revoked. This Agreement is governed by the laws of the State of California.

15. PERSONAL GUARANTEE. All agreements shall be personally guaranteed by an individual, even if incorporated.

16. MISCELLANEOUS. Client may not assign this Agreement without California Virtual, LLC's prior written consent, which consent will not be unreasonably withheld. No assignment shall release Client from Client's liability under this Agreement. CALIFORNIA VIRTUAL, LLC will have the right to assign this Agreement without Clients consent. This Agreement, together with the Schedules and any Exhibits or Addenda attached hereto, is the entire agreement between you and California Virtual, LLC. It supersedes all prior agreements. This Agreement may not be modified, except in writing signed by both parties. If more than one party signs this Agreement as Client, the obligations of such parties shall be joint and several. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The terms of this Agreement are confidential. Neither CALIFORNIA VIRTUAL, LLC nor Client may disclose the terms of this Agreement to a third party without the others consent, unless in connection with legal proceedings or unless required to do so by law or an official authority. Disclosure of the terms of this Agreement to another client of CALIFORNIA VIRTUAL, LLC or a third party without our written approval may result in the immediate termination of this Agreement. CALIFORNIA VIRTUAL, LLC reserves the right to cooperate with any official investigating authority if required in relation to any allegation of impropriety against a Client.

This Agreement is not binding on CALIFORNIA VIRTUAL, LLC unless it is executed by CALIFORNIA VIRTUAL, LLC.

CALIFORNIA VIRTUAL, LLC OFFICE SUITES, LLC

a California limited liability company

By: _____

CLIENT:

Print Company

By: _____ By: _____

Signature

Signature

Print Name and Title

Print Name and Title

Application for Delivery of Mail Through Agent

See Privacy Act Statement on Reverse



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 re-deposited 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 XXX)

8889 West Olympic Blvd., PMB#

3b. City Beverly Hills	3c. State CA	3d. ZIP + 4® 90211
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4. Applicant authorizes delivery to and in care of:

a. Name
California Virtual, LLC

b. Address (No., street, apt/ste. #)
8889 West Olympic Blvd.

c. City Beverly Hills	d. State CA	e. ZIP+4 90211
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5. This authorization is extended to include restricted delivery mail for the undersigned(s):

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	7 State	7d. ZIP +40
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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
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Acceptable identification includes: valid driver's license or state non-drivers 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

11. Type of Company

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 and of county and state, and date of registration.

14. If business name (corporation or trade name) has been registered, give name

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.)

RULES AND REGULATIONS

1. The electrical current shall be used for ordinary lighting purposes, to run desktop computers, and facsimile equipment only unless written permission to do otherwise shall first have been obtained from Superior at an agreed charge to Client.
2. Client may reserve the conference room or a day office at any Superior center for a total of 8 hours per monthly billing cycle for each office licensed based on availability. Client may not carry over unused time to future months. Any usage over the allowance shall be subject to the charges as set forth on the fee schedule. Immediately following Clients use of the conference room (or day office) and/or audio/visual equipment Client shall clean up and return the space(s) to the state and condition it was prior to Clients use. If not, Superior may charge Client for any expenses required to restore the space and/or equipment to its original condition.
3. Noise levels shall be conducive to a professional environment and shall not interfere with or annoy other Clients. Client and their guests shall conduct themselves in a businesslike manner, and proper attire will be worn at all times. Client shall not use, keep or permit to be used or kept any foul or noxious gas or substance in Clients office(s) or other portions of the Center, or permit Clients office(s) or other portions of the Center to be occupied or used in a manner tending to create a nuisance or to disturb any other occupant of any part of the Center or the Building or interfere in any way with other occupants or those having business therein.
4. Canvassing, soliciting and peddling in the Center or Building are prohibited. **Client shall not provide or offer any services to Superior's customers or other companies/individuals, if such services are available from Superior. For example, you may not "lease or give" your allotted conference room time to another entity. You may not "Sublease or Sub-Assign" your office or business address to another entity without Superior's prior written consent.**
5. Client shall not mark, drive nails, screw, drill into, paint or affix anything to walls of Center or Client's office(s) without prior written consent of Superior, nor in any way deface or injure the Center or Building or any part thereof. The expense of remedying any breakage or damage resulting from a violation of this rule shall be borne by Client.
6. Client shall not conduct any activity within the Center or Building, which in the sole judgment of Superior or the Building Landlord will create excessive traffic or is inappropriate to the executive office suite environment. **If Client engages in other business activities and would like to add a business name, client may do so through a Virtual Office Agreement.**
7. Client shall not conduct business in the corridors or any other areas, except in its designated office(s) or conference rooms. Client shall not block or congregate in the common areas and those areas must be kept neat and attractive at all times. Client shall not prop open any corridor doors, exit doors or doors connecting corridors during or after business hours. All corridors, halls, elevators and stairways shall not be obstructed by Client or used for any purpose other than normal egress and ingress.
8. No advertisement, identifying signs, personal items or artwork or other notices shall be inscribed, painted or affixed on any part of the corridors, doors, public areas or cubicles. Additionally, Client shall not erect or install or otherwise utilize signs, light symbols, canopies, awnings, window coverings or other advertising or decorative matter on the windows, walls, and exterior doors, or areas otherwise visible from the exterior of the Center or Clients office(s).
9. Without Superior's prior written permission, Client is not permitted to place "mass market", direct mail or advertising (i.e. newspaper, classified advertisements, billboards) using Superior's assigned phone number or take any such action that would generate an excessive amount of incoming calls.
10. Client shall not use cooking equipment at the Center other than the microwave oven in the Centers lounge.
11. Client shall not use or store or bring into the Center or Building oil, burning fluids (or candles), gasoline, kerosene, explosives or any other inflammable, combustible or hazardous materials.
12. Client shall not bring any animals (except Seeing Eye dogs) into the Center or Building, nor shall any bicycles or vehicles be brought in or kept in or about the Center or the Building.
13. Client shall not **move/remove** furniture, fixtures or decorative material from offices or common areas without the written consent of Superior.
14. Client shall use chair mats in the office(s) and any damage from failure to use the same shall be the responsibility of the Client.
15. Client shall not use the Center for manufacturing or storage of merchandise, except as such storage may be incidental to general office purposes.
16. Client shall not use or sell liquor, narcotics or tobacco in any form in the Center or Building.
17. Client shall not use the office(s) for lodging or sleeping or for any immoral or illegal purposes.
18. Client shall not modify existing locks or install additional locks or bolts of any kind on any of the doors or windows of the Center.
19. Before leaving the office(s) unattended for an extended period of time, Client shall close and securely lock all doors and shut off all lights and other electrical apparatus. Any damage resulting from failure to do so shall be paid by Client.
20. Superior shall not be responsible for any loss, damage or theft of any property belonging to Client or any employee, agent or invitee of Client.
21. Client shall use only telecommunications systems and service (including local, long distance and international service), Internet service and copy machine equipment and services as provided by Superior at Superior's standard rates.
22. Neither Client nor Client's employees, agents, representatives or invitees shall participate in any type of harassment or other disruptive behavior, whether verbal or physical, in the Center or Building. Superior and the Building Landlord reserves the right to exclude or expel from the Center and the Building any person who, in the judgment of Superior or the Building Landlord is under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the Building
23. Superior and the Building Landlord shall have the right to limit the weight, size and to designate the locations of all safes, file rooms, libraries and other heavy property in Clients office(s). Maximum uniform floor loading allowed is 65 pounds per square foot.
24. Client shall not use or permit to be used in Clients office(s) or elsewhere in the Center anything that will increase the rate of insurance on the Building or any part thereof, nor permit anything that may be dangerous to life or limb.
25. Client and its employees and invitees shall obey all traffic and parking regulations as posted throughout the Building by the Building Landlord. Client is responsible for informing its employees, visitors, and clients of parking regulations. Neither Superior nor the Building Landlord shall be held responsible for towing a visitor, client or employee who does not comply or who is unaware of these regulations.
26. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein. The expense of any breakage, stoppage, or damage resulting from the violation of this rule shall be borne by the Client who, or whose employees or invitees, have caused it.
27. No furniture, packages, supplies, equipment or merchandise will be received in the Building or carried up or down in the elevator except between such hours and in such elevators as shall be designated by the Building Landlord. Neither Superior nor the Building Landlord shall be responsible for loss or damage to any of the items above referred to, and Client will be responsible for the cost of repairing any damage done to the Center or the Building by moving or maintaining any of such items.
28. On Saturdays, Sundays and legal holidays, and after the normal business hours established by the Building Landlord, access to the Building or to the halls, corridors, elevators or stairways in the Building, or to the Center may be refused unless the person seeking access has a pass or is properly identified. Neither Superior nor the Building Landlord shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public disturbance or other commotion, the Building Landlord reserves the right to prevent access to the Building during the continuance of the same by closing the doors or otherwise, for the safety of the tenants and protection of the property in the Buildings.
29. Client shall deposit all garbage in the receptacles Superior and the Building Landlord provides for garbage and will not leave or accumulate any boxes, packaging material, or other trash of any kind on the premises or common areas. Client shall not throw anything out of doors, windows, or skylight or down the passageways of the Building.
30. No auction, quitting business, bankruptcy, fire, or similar sale shall be conducted on the premises.
31. Client acknowledges that food is to be covered at all times when transported throughout the Center and public spaces of the Building. Client is responsible for informing Clients employees of this requirement.
32. All exterior blinds in Clients office(s) shall be kept either all the way up or all the way down to maintain Class A appearance in the Building. Superior reserves the right to make such other Rules and Regulations that in its judgment may from time to time be needed for the safety, care and cleanliness of the Center. Superior shall not be responsible for the failure of any other client or their guests to comply with any of the Rules and Regulations, but shall use reasonable efforts to uniformly enforce all Rules and Regulations.

Please Answer the Following Questions about Your Company:

1. What type of business is your company?

2. Is there an email address to give your clients?

3. What are the names of additional people with company? (that will receive mail and/or calls)

4. Does Your Company have a website?

5. Is there a fax # to give your clients upon request?

Please list any additional information you think may help us provide you and your clients the best service:

For Mail Packages:

Company Name _____

Contact 1: _____

Contact 2: _____

For Phone Service:

How would you like calls answered?

How should they be directed?

Contact 1: _____

Transfer Phone #: _____

What types of calls should be transferred to contact 1 (i.e. general calls, sales calls, customer service, etc.)? _____

Contact 2: _____

Transfer Phone #: _____

What types of calls should be transferred to contact 1 (i.e. general calls, sales calls, customer service, etc.)? _____