

OFFICES UNLIMITED – TERMS & CONDITIONS

Company **Offices Unlimited s.r.o.** offers a selection of flexi office spaces for rent to suit your needs and lifestyle to make your business place as comfortable and efficient as possible.

Our flexi offices offer wide range of services with the extra-added benefits such as rent of meeting rooms, services of personal assistant, internet connection, printing documents etc.

Our offices are located in prime business areas in Prague in buildings with nonstop access, nonstop reception/security service.

Booking Procedure

The serviced flexi offices can be booked in the same way as a hotel. Simply complete the online request form and submit it. In order to make a booking, you will be asked on the form to make a payment using your credit card. In case you do not wish to use your credit card, please follow our bank account instructions. Your personal information is held in strict confidence with EU GDPR directive.

Payments

You agree that you will make the payment monthly (unless agreed otherwise).

a) Credit Cards / Debit Cards

Offices Unlimited s.r.o. accepts only **VISA, MasterCard International** and **American Express** credit cards. To pay by credit card it is mandatory to approve payments without present card by signing **Mail Order (M.O.)** formular.

b) Bank Transfer

To the account of Offices Unlimited s.r.o., Na Příkopě 15, 110 00 Praha 1, Czech Republic, at Raiffeisenbank a.s., IBAN: CZ77 5500 0000 0098 5452 4001, BIC code: RZBCCZPP.

c) Cash

You may pay in cash in EUR or CZK currency and will be given a receipt for your payment.

Rates

Shall the payment of the Rent be in CZK (or in EUR equivalent converted on the basis of the daily EUR/CZK exchange rate published by the Czech National Bank on the date of issuance of the relevant invoice by Offices Unlimited s.r.o).

Cancellation Policy

Should you need to cancel your reservation inform us as soon as possible. Notice of cancellation or modification is required 14 days prior to the starting date of the Rent (Period of Lease) to avoid a cancellation penalty. If you cancel at least 14 days prior to the arrival date the payment will be returned in full. If you cancel within 14 days of the arrival date you will forfeit the payment. If the payment is not made within the required time, Offices Unlimited s.r.o. reserves the right to cancel the reservation.

Services

Service charges are not included in the rent payments and includes services such as use of floor and building common areas (lobby, hallways, toilets, kitchenettes etc.) and basic reception services (handover of postal deliveries etc.). We provide free Wi-Fi Internet in all our office and floor common areas. Other services (personal assistance, meeting room(s) reservation(s), parking, cleaning services, copy services etc.) are provided for surcharge with monthly invoice.

Building/Floor rules

Each building has it own rules that are provided to all customers. Please be informed about the video surveillance in all floor hallways only for security reasons.

Help

If you require clarification of the above terms and conditions or any other aspect of these accommodations, please do not hesitate to contact us at info@officesunlimited.cz.

Annex no. 1 – Mail order formular template:

MAIL ORDER (M.O.)

Date :

Name of author. merchant : OFFICES UNLIMITED s.r.o.

Merchant address : Na Příkopě 15, Prague 1, 110 00

Services ordered : Office rent

Number and address of the office unit:

MONTHLY PAYMENT / TOTAL PRICE :

Please fill in the following information :

Name and surname of the cardholder :

Address :

Tel. :

Email :

Card number :

Card validity :

Last three digits printed on the signature panel

EUROCARD-MASTERCARD/ CVC2 – Card Validation Code :

VISA/CVV2 – Card Verification Value :

Four digits printed on the front panel

AMEX/CID – Card Identification Number :

According to my request I wish to pay the ordered services by my credit card. All stated information above is correct and true. By my signature I agree as well with the following Offices Unlimited Terms&Conditions.

Order date :

Signature of authorised cardholder :