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| Hesketh Mount Virtual Office Application Form |
| Premium Plus - £74.40/monthYour selected package includes:* Mail forwarding
* No contract
* Telephone answering
* Exclusive phone number
* Register your business address at Hesketh Mount

Please fill in the form below and attach photocopies of the following:Proof of identity. Either:* Passport
* Drivers Licence
* EEA Identity Card

Proof of address. Either:(This should be the address you would like your mail forwarded to)* Utility bill issued within the last 3 months
* Council tax bill for the current year
* Bank statement issued within the last 3 months

 Once completed please either email this document and the attached proof of identity and address to **elaine@heskethmount.com**, or deliver the documents to:Hesketh Mount92 – 96 Lord StreetSouthportPR8 1JRWe will be in touch shortly to confirm your selected service and payment arrangements.Sincerely,The Hesketh Mount team. |
| **You:** |  |
| \*Name |  |
| \*Email |  |
| \*Phone |  |
|  |  |
| **Your Company:** |  |
| \*Company name |  |
| Current company  |  |
| address |  |
|  |  |
|  |  |
| \*Directors name |  |
| \*Directors address |  |
|  |  |
|  |  |
|  |  |
| \*What does your company do? |  |
| \*Why do you require Virtual Office Services? |  |
|  |  |
| **Mail Forwarding** |  |
| \*Forward my mail:(Select 1) | [ ]  Daily[ ]  Weekly[ ]  Monthly[ ]  When requestedExtra information (optional): |
| \*Via:(Select 1) | [ ]  Retain for collection[ ]  Email to the following address

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[ ]  Delivery to the following address

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| Expected number of parcels per month |  |
|  |  |
| **Phone Answering** |
| \*Please answer my calls using the name |  |
| [ ]  Transfer calls to my phone number |  |
| \*When I cannot answer:(Select 1) | [ ]  Transfer call to my new voicemail[ ]  Take a message and email to: |
|  |  |