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| Hesketh Mount Virtual Office Application Form | | |
| Premium Plus - £74.40/month  Your 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**](mailto:elaine@heskethmount.com), or deliver the documents to:  Hesketh Mount  92 – 96 Lord Street  Southport  PR8 1JR  We 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 |  | |
|  |  | |
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|  |  | |
| \*What does your company do? |  | |
| \*Why do you require Virtual Office Services? |  | |
|  |  | |
| **Mail Forwarding** |  | |
| \*Forward my mail:  (Select 1) | Daily  Weekly  Monthly  When requested  Extra information (optional): | |
| \*Via:  (Select 1) | Retain for collection  Email to the following address   |  | | --- | |  |   Delivery to the following address   |  | | --- | |  | |  | |  | |  | | |
| 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: |
|  |  | |